**Job Outline**

**Post Title: Senior Enrichment Facilitator**

**Location:** Firwood House, Crompton Way, Bolton

**Directorate:** Central Services

**Terms:** Salary: Equivalent to NJC 16-19, £18,319 - £19,446 per annum

Core hours: 37 hours per week arranged to best meet the needs of Birtenshaw, with the requirement for some evening and weekend working.

Holiday Entitlement: 22 days plus bank holidays

**Report To**: Enrichment Leader

**Overall Purpose of the Job**

* To assist the Enrichment Leader to run the enrichment programme
* To operate as the most senior member of the enrichment programme in the absence of the Enrichment Leader, ensuring that all tasks are completed
* To deputise for the Enrichment Leader in their absence
* To facilitate day to day activities for adults which are enriching, purposeful, enjoyable and provide opportunities for personal development and opportunities for independence.
* To support participants to access activities
* To support participants as required in their daily routines
* To contribute to the maintenance of appropriate person centred plans as directed by the Enrichment Leader
* To ensure that all Health and Safety and Safeguarding policies including Mental Capacity Act and Deprivation of Liberty Safeguards are followed at all times
* To contribute to assessments and transition for any new potential service user as directed by the Enrichment Leader

**General**

Maintain accurate, professional up-to-date records in-line with national requirements and Birtenshaw policies and procedures

Promote, monitor and maintain health, safety and security at work in-line with the relevant legislation

Carry out organisational objectives in-line with relevant legislation

Fully utilise a range of ICT tools and resources to support each service user

Fully utilise a range of ICT tools and resources to support administrative tasks as required

Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

To drive the organisation’s minibuses, when required, if Midas accredited

**Note**

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of senior managers in the future.

As a general term of employment, Birtenshaw may affect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee’s remuneration and status.

**PERSON SPECIFICATION**

**Enrichment Facilitator**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **Essential (E)****Desirable (D)** | **Application (A)****Interview (I)****Reference (R)** |
| **Skills** |  |  |
| Ability to engage with all stake holders, whilst maintaining good working relationships | E | A + I + R |
| Ability to prioritise tasks and work on own initiative | E | A + I +R |
| Ability to work as part of a team | E | A + I + R |
| Ability to manage challenging behaviour in a positive way | E | A + I + R |
| Ability to work calmly in situations of crisis | E | A + I + R |
| Organisational skills | E | A + I + R |
| Good communications skills (written and verbal) | E | A + I + R |
| **Knowledge** |  |  |
| Clearly demonstrate knowledge and understanding of the aims of the Birtenshaw | E | A + I |
| Clear understanding of the benefits that physical activity and sport can bring to all | E | A + I |
| Methods of addressing challenging behaviour and/or therapeutic interventions | D | A + I |
| **Attitudes** |  |  |
| Commitment to non-judgemental working with service users | E | A + I + R |
| Acknowledgment of the potential for personal growth/change in every individual | E | A + I + R |
| Commitment to the promotion of the culturally and ethnically diverse ethos of Birtenshaw  | E | A + I + R |
| **Experience** |  |  |
| Direct work with children/adults with learning disability, Autistic Spectrum Conditions, physical disability and/or complex health needs | E | A + I + R |
| Planning activities to meet identified personal or learning objectives  | D | A + I |
| **Qualifications** |  |  |
| Health and Social Care (Adults services) Qualification | D | A + I |
| Youth and Community Certificate/Diploma or equivalent | D | A |
| **Special Requirements and Environmental Factors** |  |  |
| Commitment to work flexibly to meet the needs of the service  | E | A + I |
| Actively promote a No Smoking environment across all sites and other company policies | E | A + I |