



Job Title:	Lead Facilitator
Base Location:	Based from the Crawley Hub with the ability to travel across West Sussex
Contracted Hours:	Flexible
Reporting to:	Community compliance Coordinator/ Project Leader
Accountable to:	Regional Leader and CEO
Key Working Relationships:	Children, young people and adults. Parents and carers. Social workers, health practitioners.

Circles Network Summary

Circles Network is a UK wide voluntary organization based in Warwickshire, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships.

Within the organization there are four specialist areas these include;

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy.

There are a number of projects within each of these four areas that support people of any age who are isolated or at risk of isolation. Circles Network has ground breaking expertise in the development of Circles of Support, independent and collective advocacy, person-centred planning, Equine Facilitated Learning and inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships; a natural support network.
- All means All.

Job Role

The Lead Facilitator will have an important role within the team based in Crawley in the Southeast of England.

They will support the leadership team to deliver high quality care and support to individuals within West Sussex and surrounding areas.

They will have experience of working alongside people with learning disabilities and autism and will also have additional experience of supporting people with a range of mental health issues.

The role will involve working in a truly person-centred way to enable the focus person to be successful in maintaining their health and wellbeing. The role will involve working co productively with an individual to focus on developing purposeful, healthy, happy and safe experiences.

Essential tasks and responsibilities

- Support and empower the focus person and their family by working in a person centred way.

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- Support the Southeast leadership team in the effective delivery of local work streams and areas of development.
 - Support the Southeast team in mentoring and coaching team members.
 - Work co productively with an individual to focus on developing purposeful, healthy, happy and safe experiences.
 - Develop and sustain effective positive working relationships with children and adults and their parents and/or carers; having a clear grasp of their story, working to a personalised plan, and supporting them during times of crisis.
 - Facilitate the provision and implementation of tailored behavioural and emotional support to help a person, (and if appropriate) their families, to develop skills for progress and self-management to meet their agreed goals and outcomes.
 - Keep track of and record a person's progress to gauge and meet ongoing support requirements.
 - Use creative ways to communicate with children, young people and adults with a range of communication needs, for example using pictures or role play.
 - Maintain clear, accurate records of work with each person in accordance with local procedures on record keeping.
 - Work within policy guidelines.
 - Work with confidence in an area where they may be significant barriers and resistance to change.
 - Experience occasional indirect exposure to highly emotional circumstances.
 - Frequent travel requirement.

Disclosure and Barring Service (Enhanced)

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. We are committed to the fair treatment of our staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Person Specification

Job Title: Lead Facilitator

	Essential Criteria	Desirable Criteria
Qualifications and Training	<p>Educated to level 3 in Health and Social Care or equivalent.</p> <p>Able to demonstrate on-going personal development.</p>	<p>Qualifications related to Mental Health issues such as: Eating Disorders OCD Self- Harm</p>
Experience	<p>Experience of working within the field of learning disability and autism.</p> <p>Experience of working with children, young people and/or adults with a range of needs.</p> <p>Experience of working with a wide range of health and social care professionals</p>	<p>Experience of delivering alternative, holistic support to people such as coaching and counselling or alternative therapies.</p> <p>Experience of coaching team members.</p>
Skills, ability, and knowledge	<p>Have an understanding of Person-Centred Planning.</p> <p>Excellent communication skills both verbal and written.</p> <p>Ability to foster good working relationships, motivate others and use influencing and negotiating skills.</p>	<p>Understanding of education, health and social care systems.</p>

	<p>Excellent IT skills.</p> <p>Ability to travel in the Southeast of England.</p> <p>Ability to lone work in peoples own homes.</p> <p>Ability to work as part of a team.</p> <p>Ability to coach and mentor team members to enhance their performance and productivity.</p>	
<p>Personal attributes</p>	<p>Team player.</p> <p>Highly motivated, resourceful and has a proactive approach.</p> <p>Flexible and adaptable.</p> <p>Ability to work under pressure.</p> <p>Accepts responsibility and accountability for own work.</p> <p>Recognises the limits of own authority within the role.</p> <p>Seeks and uses professional support appropriately.</p> <p>Well organised.</p> <p>Open and honest.</p>	
<p>Safeguarding and promoting the welfare of children and young people/adults who are at risk of</p>	<p>Demonstrates understanding of safeguarding issues and knows their responsibilities.</p>	

neglect or abuse		
Working within Professional Boundaries	<p>Able to maintain high standards of diplomacy and understands the principle of confidentiality.</p> <p>Accepts responsibility and accountability for own work and can define the responsibilities of others.</p> <p>Able to establish positive relationships and mutual respect with people at all levels.</p> <p>Ability to contribute effectively.</p>	
Emotional Awareness	<p>Demonstrates empathy and concerns for others.</p> <p>Shows respect for others' feelings, views and circumstances.</p> <p>Able to work within an environment where there may be significant barriers and resistance to change.</p> <p>Occasional indirect exposure to highly emotional circumstances.</p>	
Self-awareness	<p>Can demonstrate a flexible approach.</p> <p>Has realistic knowledge of personal strengths and areas for development.</p>	
Behaviour we expect	<p>Treat everyone in a friendly, courteous manner.</p> <p>Treat colleagues and contacts with dignity and respect.</p>	

	<p>Understand people come from varied backgrounds: challenge bias, prejudice and intolerance.</p> <p>Learn from mistakes and ask for support where necessary.</p> <p>Look for better ways of working to achieve improvements.</p> <p>Question poor behaviour.</p>	
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NB: The order of the list of criteria, do not indicate importance.