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**APPLICATION PACK**

**JAN 2021**

**POST – SUPPORT WORKER**

Dear Applicant,

Thank you for your interest in the position of Support Worker at Paul’s Place.

Paul’s Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation and giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

Established in 1995 the charity has supported hundreds of physically disabled adults and those with cognitive and sensory impairment. The charity launched an ambitious five-year strategy at the start of 2020 that aims to see the charity support more physically disabled adults across South Gloucestershire and Bristol.

COVID-19 has had an impact on the milestones within the strategy and further highlighted the inequalities that physically disabled people face. Our Support Worker team are vital in terms of offering support to the people that use our charity (our Members) and over the last year we have developed our offer in response to COVID and supporting our Members in new and innovative ways.

The Support Worker role is an established role and we currently have these vacancies due to two team members leaving the charity to move onto other roles as part of their career progression.

You will ideally have experience of working in a Support Worker role, have a knowledge of physical disability and are comfortable with supporting individuals with personal care.

This is a full-time role and Support Workers currently work Monday to Thursday 9am to 5pm and Friday 9am to 4:30pm.

If you are interested in applying please complete the Application Form, available on our website and submit the completed application to [pjordanmatthews@paulsplace.org.uk](mailto:pjordanmatthews@paulsplace.org.uk) no later than **12noon on Friday 5th February 2021.** Please ensure that you tell us how you meet the person specification.

For your information, interviews for this post will be held on Wednesday 10th February 2021 (we are currently expecting these to be held via Zoom)

If you would like to speak further about this role, please contact Paula Jordan-Matthews on 01454 777236 or email [pjordanmatthews@paulsplace.org.uk](mailto:pjordanmatthews@paulsplace.org.uk)

Thank you for the interest that you have shown in Paul’s Place and we hope to hear from you.

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**JOB DESCRIPTION**

Title: Support Worker

Reports to: Team Leader

Remuneration: £17,893 per annum (£9.30 per hour)

Hours: 37 hours per week, full time. Part-time Job shares also available.

Based: Paul’s Place, Coalpit Heath Cricket Club, Bristol and Turnberries, Thornbury

Terms: Permanent, 25 days annual leave entitlement plus bank holidays, occasional weekend and evening working

DBS Status: Enhanced DBS with appropriate barred checks

**ROLE PURPOSE**

To support users of Paul’s Place (Members) with physical, cognitive, and sensory impairment, through various projects and services including activities and daily support, (at one of our day facilities), home visiting, virtual support and meetings in the community. The role is to ensure that Members meet their changing outcomes (as outlined in their support plans) while promoting Members’ right to ‘choice and control’ when it comes to their own lives and outcomes.

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| **MAIN DUTIES** | |
| **Organisational Responsibilities** | * To support and assist the Team Leader in providing support worker cover for all Paul’s Place services and projects * Work on a one-to-one basis with our Members when required * To be an assigned ‘Key Worker’ to several Members supporting them to set and agree their outcomes and things that they want to achieve through Paul’s Place services. Completing all appropriate paperwork relating to their plan. * To support Members to participate in Paul’s Place service, projects, and activities, including practical support where it is required. * To support Members with personal care where it is required and always with dignity and being led by the individual that you are helping. * To support the delivery of meals to Members, adhering to all food hygiene standards and dietary needs and assisting Members who need the support at mealtimes. * To support the physical ‘set up’ of all Paul’s Place services, projects and activities, this will include the cleaning and sanitisation as part of infection control. * To support Members on short breaks throughout the year, this involves travelling and providing overnight support. |
| **Service Delivery, Quality Assurance, Monitoring and Evaluation** | * Contribute to individual support plans for Members. * Accurate record writing and recording. * Encourage participation and involvement of Members in activities. * Work with the whole of the Paul’s Place team to maintain a healthy and safe day facility for Paul’s Place members working in a ‘safety first’ culture. * Raise any welfare concerns to the Safeguarding lead. * To read and adhere to all risk assessments, policies and procedures for Members and general use. * To complete all necessary paperwork in a neat and timely manner. |
| **Relationship Management** | * To develop professional relationships with staff, volunteers, members, Trustees, and management colleagues. * To adhere to the Paul’s Place Professional Boundaries Policy and ‘live out’ the Paul’s Place values (inclusive, encouraging, empowering, caring and friendly) |
| **General duties** | * Attend line management supervision, team meetings and annual appraisal. * Keep up to date with issues and developments within the disability community. * Attend mandatory safeguarding training, manual handling, and refresher sessions, as well as other relevant staff development/ learning sessions. * To support fundraising activities during evenings and/or weekend activities. * All staff may be asked to undertake other duties and responsibilities as determined the CEO or Board of Trustees. |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE** | | **Essential (E) / Desirable (D)** |
| 1 | Experience of support work, either as a paid worker or volunteer | E |
| 2 | Experience of working on a rota basis | E |
| 3 | Experience of supporting individuals with personal care and practical support | E |
| 4 | Experience of working with physically disabled adults | D |
| **KNOWLEDGE** | |  |
| 1 | Knowledge of risk assessing and working within a health and safety regulated environment | E |
| 2 | Knowledge of safeguarding policies and procedures particularly in connection to adults deemed at risk | E |
| 3 | Knowledge and understanding of the disability and the challenges that disabled people face in line with knowledge of equality and diversity. | D |
| 4 | Knowledge of working with individuals to agree support plans | D |
| **SKILLS** | |  |
| 1 | Proven skills and ability to carry through tasks to a deadline | E |
| 2 | Problem solving skills and the ability to think creatively | E |
| 3 | Excellent verbal and written communication skills | E |
| 4 | Good listening skills and ability to empathise with others | E |
| 5 | Car driver and able to use your own vehicle for work purposes | D |
| 6 | Basic knowledge and confidence in using IT | E |
| **QUALIFICATIONS** | |  |
| 1 | NVQ Level 2 in Health and Social Care or equivalent experience | E |
| 2 | Good English and Maths | E |

**ABOUT PAUL’S PLACE**

**WHO WE ARE**

Paul’s Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

**Our vision** is a world that embraces disability and includes everyone, ensuring that all people can live their life to the full.

**Our mission** is to enhance the lives of physically disabled adults and those with cognitive and sensory impairment, supporting them to live life to the full. We do this through projects and activities that:

* Provide social activities that connect people, build friendships, reduce loneliness and isolation;
* Encourage people to develop new skills and achieve independence;
* Develop opportunities for people to improve their health and wellbeing.

**Our values** are that we are:

* **Inclusive –** we are inclusive and recognise that no two people are the same. We celebrate and promote the diversity of everyone.
* **Encouraging –** we are encouraging and promote new opportunities and experiences that take people out of their comfort zone.
* **Empowering –** we are empowering and believe that everyone has the right to ‘choice and control’ when it comes to their own lives.
* **Caring –** we are caring in everything that we do and ensure that everyone is treated with dignity and respect.
* **Friendly –** we are friendly with everyone and strive to ensure that there is an element of fun in all that we do.

**OUR SERVICES**

**Our current services include:**

* Paul’s Place Daily
* Paul’s Place Socials
* Paul’s Place Boccia
* Paul’s Place Sports
* Paul’s Place Carers (There2Care)

**OUR HISTORY**

The Paul’s Place journey began in 1995, when a group of friends led by Paul’s Place founder Kath Aldom MBE, got together to form a club where physically disabled adults could meet to socialise.

At first the group met once a month, but due to growing numbers and over a short space of time, the first ‘daily’ activities began with our first home at The Miners Social Club at Coalpit Heath. The membership of Paul’s Place continued to increase, and we quickly outgrew the space available at The Miners and were soon looking for a new home.

In 2007 Coalpit Heath Cricket Club offered Paul’s Place the opportunity to relocate. Growing numbers meant that Paul’s Place continued to expand and in 2011, due to the fantastic fundraising efforts of all at Paul’s Place, the Paul Willmott annex at Coalpit Health Cricket Club was opened. The annex provided more facilities and has allowed the charity to support more people. A People’s Lottery Grant soon followed which paid for an external ramp that made the outside space accessible to wheelchair users.

Paul’s Place was registered as a charity in 1997 and remained an unincorporated organisation until January 2020 when Paul’s Place became a limited company alongside a charity. At this time, our official and legal name became Paul’s Place (South West) although we are still known simply as Paul’s Place.

Paul’s Place would not be the organisation that we are without the vision, determination, and efforts of the founding members and all those who have supported the charity along the way.

**PAUL**

Paul’s Place got its name in a rather unusual way. Back in 1995 when the group was formed, a young disabled man Paul Willmott was part of the initial conversations about the group.

He was keen to be part of the club, as he, like the other founding members wanted to see a social group set up for them and a club that they could own. Sadly, Paul died just as the club was forming. As a tribute to Paul the other founding members decided, that in his memory, the group would be known as Paul’s Place. Paul’s family have continued to support the charity over the years and are so pleased that Paul lives on through the charity.

Today, ‘Paul’ embodies anyone using the charity, regardless of gender or disability as we are a people-based, disability-led charity and continue to replicate the ethos of the original club.

**BOARD OF TRUSTEES**

Paul’s Place is governed by a Board of Trustees (Directors of the Company), this consists of up to 11 elected Trustees, and is currently chaired by Steve Howells.

More information about Paul’s Place, our strategy and latest accounts can be found on [www.paulsplace.org.uk](http://www.paulsplace.org.uk)

**STAFF BENEFITS**

**Financial Benefits**

* Real Living Wage Employer
* 3% employee pension contribution
* Free parking

**Wellbeing**

* 25 days annual leave
* Employee Assistance Programme (free, 24 hours)
* Home working & flexible working considerations

**Training and Development**

* Full induction
* In house training
* Training and Development Policy, with time off to study

**GDPR AND OUR APPLICATION PROCESS**

**DATA YOU SHARE WITH US**

Any data that you share with us in your CV and supporting letter will be used for recruitment purposes only. We have a legitimate interest to some of this data to shortlist your suitability to the post.

**WHO WILL SEE THE DATA**

The only people viewing the data will be those receiving the application, those shortlisting for the post and those on the interview panel. Should you be offered the post, then the Administration Officer will then have access to your data to set up the HR systems that are required for the role.

**WILL WE SHARE YOUR DATA?**

Your data will not be shared outside of Paul’s Place. It maybe that an external stakeholder is invited to be on the interview panel and in this instance, systems will be put in place to ensure that data does not leave Paul’s Place.

**WHERE WE FIND CANDIATE DATA**

The only data that we would have about you is anything that you chose to share with us through your application form.

**HOW WILL WE PROCESS YOUR DATA**

Your data will be sent to us via email and will be kept on our shared drive for the purposes of shortlisting and, if shortlisted interview. Those shortlisting will have access to the shared drive and in the instance of an interview a copy of your CV and covering letter maybe printed in a hard copy for interviewers to look at. Any data that identifies you would be omitted from any hard copies printed and all copies would be destroyed after the interview process.

**HOW LONG WILL WE KEEP YOUR DATA**

All data will be kept for six months after the shortlisting and interview process, after this time it will be destroyed. Should you be offered employment then this data may be transferred to your HR file.

**YOUR RIGHTS**

You have the right to be forgotten, to rectify or access the data we have about you, to restrict processing, to withdraw consent and to be kept informed about the processing of your data.

**HOW WE PROTECT YOUR DATA**

Our general privacy policy can be found <https://www.paulsplace.org.uk/privacy-policy/>