

About Paul's Place Southwest

Paul's Place enhances life for disabled adults and gives people the opportunity to develop new skills, enjoy new experiences and live life to the full. The Charity brings people together through social activities. This combats isolation, improves wellbeing, and opens doors to skill development and new, enriching experiences.

Founded in 1995, the organisation has supported hundreds of physically disabled adults and those with cognitive and sensory impairments. Paul's Place are passionate about enabling people to live life to the full.

This is achieved through projects and activities that aim to:

- Connect people, build friendships and reduce loneliness
- Develop new skills and achieve independence
- Support people to improve their health and wellbeing.

Job Description

Title:	Day Opportunities Coordinator
Reports to:	Head of Operations
Responsible for:	Team of Support Workers
Remuneration:	£30,000
Hours:	37 hours, Monday – Thursday 9.00am – 5.00pm. Friday 9.00 - 4.30pm
Based:	Paul's Place Hub, Shire Way, Yate, Bristol, BS37 8YS
Terms:	Permanent Contract, 28 days annual leave which includes 3 days for the Christmas shutdown, plus bank holidays (based on a full-time equivalent), Occasional weekend and evening working will be required.
DBS Status:	Enhanced DBS with appropriate barred checks
Key relationships:	Head of Operations, Support Workers, Families and Carers, Volunteers, Paul's Place Managers and Staff, local community groups and organisations and community members

ROLE OVERVIEW

The Day Opportunities Coordinator is responsible for the day-to-day leadership of Paul's Place Day Opportunities services. This includes coordinating the support of members with diverse needs and overseeing the development and delivery of our programmed activities including the Paul's Place Day opportunities programme, the boccia weekends, short breaks and outreach supports. Providing leadership, supervision, and development for the support staff team, fostering a positive and collaborative work environment where person-centred practice, a human rights-based approach, positive risk-taking, positive behaviour support, and a focus on care and well-being are central to the

team's daily work. Work collaboratively with the Head of Operations to promote continuous quality improvement and to support the development of our current Paul's Place services and new services. The Day Opportunities Coordinator will be a key driver and champion in the organisation's efforts to ensure Paul's Place members have the best possible life and the best possible support. Ensuring practice leadership and collaboration are at the heart of the work that we do.

MAIN DUTIES	
Team Coordination and development	<ul style="list-style-type: none"> • Work alongside the support staff team using a practice leadership approach to ensure the provision of high-quality care and support to Paul's Place members. This includes providing hands on support to disabled people. • Lead and guide the support staff team in the delivery of the Paul's Place services including: The day opportunities programme, boccia weekends, short breaks and outreach supports. • Manage staff holidays and absences effectively to ensure all programme activities are delivered as planned. • Work in collaboration with the Head of Operations on coordinating team learning events and team building opportunities, including across teams. • Coordinate the agenda for team meetings ensuring meetings are constructive, that any actions are documented and followed up on and that reflective practice is a key part of meetings.
Organisational Responsibilities	<ul style="list-style-type: none"> • Work with the Head of Operations on the development and implementation of new projects and services, including a new service for young adults with learning disabilities and / or autism. • Work with the Head of Operations to identify local community groups and organisations we can collaborate with to expand the range of opportunities open to Paul's Place members. • Monitor the changing needs of members on an ongoing basis and work with the Head of Operations and Safeguarding Coordinator to develop plans to manage changing needs. • Work with the Head of Operations to ensure all members have an assigned keyworker and are working towards outcomes that are meaningful to them. • Ensure all Paul's Place Policies and Procedures are adhered to.
Service Delivery, Quality Assurance, Monitoring and Evaluation	<ul style="list-style-type: none"> • Lead on the development of the monthly programme of activities for Paul's Place members. Ensuring the programme is meaningful, outcomes focused and offers new opportunities for members. • Contribute to individual care plans. • Encourage member participation and involvement in sharing their ideas and feedback. • Work with the Head of Operations and the Volunteer Coordinator to identify areas where increasing volunteer involvement will be of benefit. • Ensure all paperwork is completed and record management systems maintained. • Ensure a 'safety first' culture is in place across all Paul's Place services and projects. • Ensure members are supported effectively in line with their care plans, including around mobility, handling and personal care. • Raise any welfare concerns to the Safeguarding Lead in line with our Safeguarding Policy.
Relationship Management	<ul style="list-style-type: none"> • Work collaboratively with staff, volunteers, members, families and carers, community members and groups, Trustees, and management colleagues.

	<ul style="list-style-type: none"> • Work alongside the Safeguarding Coordinator and the Head of Operations to build supportive and constructive relationships with families and carers. • Adhere to the Paul's Place Professional Boundaries Policy.
General duties	<ul style="list-style-type: none"> • Attend line management supervision, team meetings and annual appraisal. • Keep up to date with issues and developments within the disability sector. • Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/ learning sessions. • All staff may be asked to undertake other duties and responsibilities as determined by the CEO or Board of Trustees.

Person Specification

EXPERIENCE		Essential (E) / Desirable (D)	How assessed
1	At least 3 to 5 years' experience of working in the Social Care or Community Sector, including experience of supporting people with a disability	E	A/I
2	Experience of managing a team using a practice leadership approach. Including directing, role modelling, coaching and mentoring others	E	A/I
3	Experience of programme planning and delivery	E	A/I
4	Experience of overseeing the person-centred planning process and of ensuring outcomes are met	E	I
5	Experience of networking and building sustainable relationships	E	A/I
6	Experience of ensuring a safe and healthy environment for both staff and individuals supported	E	A/I
7	Experience of working in collaboration with Senior colleagues to improve systems and to ensure effective cross organisation working	D	A/I
8	Experience of being involved in the development and implementation of new services	D	A/I
KNOWLEDGE			
1	Knowledge of safeguarding policies and procedures particularly in connection to adults deemed at risk	E	I
2	Knowledge and understanding of disability and the challenges that disabled people face and of equality and diversity	E	I
3	Knowledge of gathering information from services, projects, and individuals for monitoring and evaluation purposes	D	A/I
SKILLS			
1	Proven skills to reach targets and achieve results	E	A/I
2	Creativity, innovation and problem-solving skills	E	I
3	Excellent verbal and written communication skills	E	A/I

4	Able to support team members to learn and develop their skills and competencies	E	A/I
5	Car driver and able to use your own vehicle for work purposes	E	A
6	Knowledge and confidence in using IT systems to perform key work duties	D	A
QUALIFICATIONS			
1	NVQ Level 4 in Health and Social Care or equivalent experience	E	A
2	Degree in a relevant professional discipline	D	A

This job description serves as a guide to the current main responsibilities of the post. Paul's Place is a growing organisation and is operating in a dynamic environment. In view of this, the role description will be reviewed on a regular basis and may include other duties and responsibilities from time to time. Any such changes will be in consultation with the post holder.