

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Support Worker (Sporting STEPs)

Vacancy ID: 009478

Salary: £17,681 - £18,319 Annually

Closing Date: 11/11/2018

Benefits & Grade

Grade E

Contract Details

Temporary for 3 years

Contract Hours

37 hours per week

The post will include some unsociable hours including weekends

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

STEPS is an innovative and forward thinking Community Bridge building Service that provides support for opportunities to disabled adults who live in the Borough of Stockton.

We offer individuals one to one support, practical advice and guidance to help them access opportunities and overcome barriers to social inclusion.

An opportunity has arisen for a Support Worker within Sporting STEPs who can support independence and social inclusion within the wider community through sporting/recreational activities. The ideal candidate will be able to provide a high standard of person centred support to facilitate a range of recreational or leisure activities.

The successful applicant will join an established and highly motivated team based at the Durham Tees Valley Business Centre, and provide support to disabled adults. The applicant will need to have good communication skills, a flexible approach and the ability to work as part of a busy team.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Andy Whitehouse, STEPs Manager, on 01642 524525.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: STEPS	
JOB TITLE: Support Worker (Sporting STEPs)			
GRADE: Grade E			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: To support the identified needs of disabled adults in order to enable and empower them to overcome the barriers to personal development. To promote and encourage social inclusion of disabled adults in the Borough of Stockton on Tees. To support Sporting STEPs activities, working in partnership with disabled people to improve their health and wellbeing, to empower individuals and increase social inclusion. Participate in regular reviews of the individual's activities in order to respond to changing needs. To keep accurate and up-to-date records of activities with clients. Attend and contribute to regular supervisions and team meetings. Communicate and liaise with other members of the team and other agencies to best support individual's assessed needs. Engage with the local community to source appropriate opportunities which fit with the individual's assessed needs. Assist in administrative tasks as necessary for effective running of the service.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To support, where there is an assessed need with the personal development of clients.	
	3.	To support disabled clients to participate in sporting activities	
	4.	To co-work with Personal Development Advisors supporting clients to achieve objectives identified within an outcome focussed plan.	
	5.	To maintain up to date and accurate records.	
	6	To attend team meetings and participate in the development of the service.	
	7	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	

	8	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	9	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Support Worker	Grade E
Directorate / Service Area	Adults and Health	STEPS
Post Ref:	34586	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • A good standard of general education. 	<ul style="list-style-type: none"> • A willingness to work towards NVQ Level 3 in Health and Social Care. • Sports related qualification 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with disabled individuals. 	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the needs of the individual. • Experience of working in sports, health and wellbeing. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Good Communicator. • Ability to motivate and encourage others. • Ability to promote independence. • Ability to work in a person-centred way. 	<ul style="list-style-type: none"> • An understanding of the barriers faced by disabled individuals. 	Application / Interview

Specific behaviours relevant to the post	<ul style="list-style-type: none"> Demonstrate the Council's Behaviours which underpin the Culture Statement. 		Application / Interview
Other requirements			

Person Specification dated 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.