Job Description: LD Skills Specialist

Reports to: **Hub Manager**

Salary: **SP2 £ £24,935**

Hours: **22 hrs/week**

Based at: **Newcastle NE3 3RY**

About Us

Journey Enterprises is an award-winning charity which provides services for adults with intellectual (learning) disability to develop vocational skills. We also train adults in our care to develop skills for independent living, and to maintain active, healthy lifestyles.

The Charity was founded in 1983 and now works across the north east of England from four sites. Commission by six local authorities and the NHS, we also provide a wide range of grant-aided projects. Together these enable us to offer Clients a wide spectrum of activities which change on a regular basis in line with our project funding. In recognition of service excellence, the Charity was chosen by the House of Lords as one of fifteen organisations in the UK providing best practice. Our Staff are regularly nominated for both national and regional awards.

About the Role

Journey's team of Learning Disability Skills Specialists plan and deliver activities sessions for groups of 8-10 adults with intellectual disability. Activities are designed to enable each Client to develop skills and achieve their goals. Sessions take place both at our Day Centres and off site, making the most of our landscape, local facilities and services.

Staff come from a wide range of backgrounds and experiences. These include recent postgraduates and graduates from our regional universities, Staff changing Sectors and bringing wider career expertise and skills, school leavers/apprentices and Staff who joined us initially as volunteers. Our volunteers include recently settled adults with relevant prior professional experience in their former home countries.

The diversity of our Staff Team enables us to offer Clients an exciting and varied programme of activities throughout the year. We are joined regularly by specialist coaches/tutors from external organisations who are commissioned to take some Client sessions with our Staff. We offer practice-based placements for both graduates and undergraduates from our regional universities throughout the year, and have a thriving volunteer base which includes both corporate volunteering and community volunteering.

Principal Duties:

1. To plan and deliver activities sessions for groups of adults with learning disability to develop life and work skills;
2. To develop and take Clients to community-based sessions such as sports, arts, environmental and outdoor pursuits, shopping and community navigation;
3. To work with the Staff Team & Clients on our funded Projects;
4. To work with the Staff Team & Clients on our enterprise and fundraising initiatives;
5. To monitor and evaluate Clients' progress against their Care Support Plan aspirations and our *I Can* Framework;

Activities include but are not limited to:
Independent Living Skills: travel training, financial literacy, community navigation, using the internet, IT and smartphones, staying safe, health & safety, navigating health and key local services, understanding your rights, how to report concerns;
Creative Arts: arts and crafts, music therapy, drama and puppetry, film and photography, newspaper and creative writing;
Employability: development of work-based skills enabling Clients to learn work skill in their activities and to experience volunteering in Journey's own enterprises. A team of Work Coaches then deliver specialist sessions for Clients hoping to progress to individual volunteering externally or paid part-time employment.
Heritage and Outdoors: exploring our heritage, coastal and landscape sites, going to local visitor attractions and undertaking green or environmental activities, horticulture;
Health & Fitness Activities: working in conjunction with our Health & Wellbeing Lead, diet and nutrition, physical and mental health, First Aid, healthy relationships, men's and women's health, healthy ageing, participation in team and individual sports, therapeutic exercises, taking part in outward bound & team-building activities.

Terms and Conditions

Contracts are offered on a permanent basis.

Employees are provided with 36 days leave/annum pro rata, a contributory pension scheme, a healthcare package, holiday buy-back scheme, length of service holiday accrual scheme, Cycle2Work Scheme (after probationary period), Salary and a Journey promotional items welcome pack. Staff are also offered discounted lunches and free refreshments.

The Charity operates between 08.30 – 16.30 from Monday – Thursdays and 08.30 – 16.00 on Fridays. All Staff who work for six hours continuously must take half an hour for lunch daily.

Person Specification

Qualifications and Licensing	
Training or coaching qualification and/or experience of delivering training sessions for adults	Essential
NVQ 2 or 3 Health & Social Care	Essential
English & Maths level 4/5	Desirable
Disability-specialist training e.g. Oliver MacGowan, Makaton, BSL, Autism Awareness	Desirable
Safeguarding Adults training	Essential
Current UK driving licence and access to suitable transportation for the role (or Access to Work within work transport package)	Essential
D1 minibus licence & MiDAS or willingness to work towards	Essential
Experience & Skills	
Experience or knowledge of working with vulnerable adults	Desirable
Experience working with partnerships within the community	Desirable
Good knowledge of local services and facilities which could benefit people with a learning disability	Desirable
Confident IT skills i.e. Windows, Microsoft 365 (email, Word, Publisher, PowerPoint, Excel, Yammer, Teams) and Adobe, web Chat Forums, Video Conference Calling (FaceTime, Zoom and MS Teams), social media (Facebook and Instagram) or willingness to train in these packages	Desirable
An interest in any of the following areas which could be developed in to Client-based activities sessions: arts and crafts, baking & catering, diet and nutrition, digital skills, gardening, graphics/textiles & printmaking, jewellery making, performing arts, photography & film, metalwork and woodwork, restoration/upcycling, sports, enterprise & business start-up, financial and literacy skills, health & wellbeing	Desirable
Experience volunteering or working with volunteers in the community	Desirable

Safer Recruitment – Safer Retention

The Trustees at Journey are committed to Safeguarding and promoting the welfare of vulnerable adults. To meet this commitment, all Staff are required to undergo an Enhanced Disclosure & Barring Service check, which is repeated in three yearly cycles (update service checks). Staff are also be required to complete a 'Fit and Proper Persons' Declaration which is reviewed annually.

Our Commitment to Disability Employment

Journey is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sections of the community. We have a diverse Staff team with colleagues with lived experience of disability and/or unpaid caring roles.

Right to Work

All candidates applying for employment or volunteering opportunities at Journey Enterprises must have the right to live and work in the United Kingdom. Please note that no international recruitment is currently permitted in to UK Social Care Providers.

