


Job Description and Person Specification

Day Opportunities Lead – Pottery & Sculpture



Delrow Community
Hilfield Lane, Aldenham, Watford, WD25 8DJ



Job title:	Day Opportunities Lead - Pottery & Sculpture
Location:	Delrow Community, Hilfield Lane, Aldenham, WD25 8DJ
Purpose:	To help provide support in our Delrow Community Day Opportunities. We are a progressive and aspirational team and wish to provide Therapeutic and purposeful opportunities to those that live within Delrow and the Wider Learning-disabled Community through the mediums of pottery and sculpture and our other Day Opportunities.
Salary:	£13.27 per hour.
Hours:	37.5 hours per week (Monday to Friday 9am-5pm, occasional evenings and weekends).

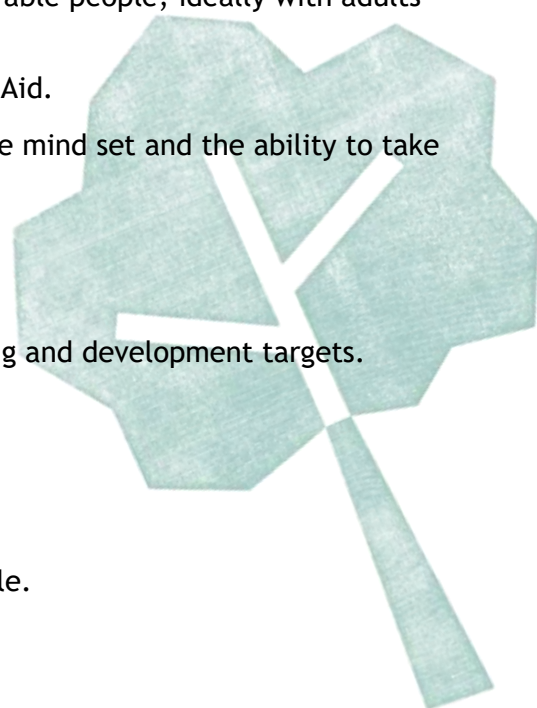
***Are you creative? Are you interested in pottery?
Can you see yourself working with us?***

We have an opening for you to join us as a Day Opportunities Lead at our Delrow community in Watford. If the following appeals, we'd love to hear from you:

- You will be flexible and creative: able to modify approach and come up with innovative solutions to achieve objectives.
- You will be able to collaborate with, motivate and influence others and direct them towards achieving objectives. You'll have a kind and considerate manner.
- You will be able to identify, plan and implement appropriate courses of action for self and others to accomplish an objective.
- You will be able to use people and other resources available through effective allocation of decision-making authority and responsibility.

Who are we looking for?

- You'll have a proven ability to be honest, dependable and dedicated to your role.
- You must have the ability to write in a legible manner, keep records and write clear accounts of your work/incident reports etc.
- You will have some previous experience of working with vulnerable people, ideally with adults with learning disabilities and mental health conditions.
- You may have working knowledge of Health & Safety and First Aid.
- You'll adapt a calm, person orientated approach with a flexible mind set and the ability to take and give direction from and to others.
- You'll be respectful and understanding of others.
- You'll have experience with ceramics, pottery or 3D crafts.
- You'll empower others and help them achieve personal learning and development targets.
- You'll be focused on results and quality.
- You'll be able to solve problems and make decisions.
- You'll be resilient to change and challenges.
- Experience of teaching or delivering group activities is desirable.



What are the main responsibilities of this role?

1. Make sure meaningful and therapeutic work opportunities within the workshop are provided to people we support and, where appropriate, support the obtaining of accredited qualifications and learning, development and progression, and the promotion of the workshop to other people outside of the community seeking day activities and work and training opportunities.
2. To access the wider community and surrounding areas, to create opportunities for the workshop and evidence how this has been done
3. Make sure that all people we support have risk & needs assessments and support planning as appropriate to take part in, and meaningfully contribute to, the workshop activity and have the opportunity to experience variety and progression.
4. Make sure the workshop operates, where practicable, in accordance with the charity's ethos. Meets the operating deficit/surplus requirements agreed each year), and plan the work schedules and activities, promote any products that are produced and plan for the workshop's development accordingly.
5. Make sure local volunteers and employees who work within the workshop are inducted, trained, developed, supervised and directed on a day-to-day basis, receive regular formal supervision and annual reviews (and any employees are fairly and safely recruited) and are effectively supported in their work.
6. Work within the appropriate policies, procedures, practices and controls (identifying and putting in place any that are necessary for the workshop) and that appropriate recording and reporting arrangements are used to support and evidence the meeting of CVT, contractual and regulatory requirements, having particular regard to health and safety requirements.
7. Keep all appropriate records and information in an orderly manner and on a timely basis, provide any information and documentation required and prepare regular reports on the workshop activity to help make sure there is accurate and timely information available about the workshop.
8. Undertake such other tasks as required individually or with others to develop and maintain the high quality of service required to fulfil the vision of the community, including for example by actively participating in meetings and in relevant training and organising the workshop to supporting community activities.



Competencies:

Respecting others:

- React sensitively to other people and recognise different viewpoints, beliefs, values and opinions.
- Treat people we support and colleagues with respect, dignity, honesty and equality.
- Adapt your working style and level of support to an individual's needs or wishes

Influential Communication:

- Ensure Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour.
- Listen actively and display enthusiasm in your communication.
- Use and present information in a manner which is persuasive, logical and understandable to the receiver.
- Write reports that communicate effectively.

Facilitating success and improvement in self and others:

- Support individuals with learning disabilities to translate their aspirations or development needs into practical activities.
- Use encouragement, praise and appropriate direction as necessary.
- Support, motivate and inspire others to try new tasks or activities.
- Seek assistance appropriately and receive feedback from others

Results and quality focus:

- Complete work to a high standard, focussing on the needs of the people you support.
- Take personal responsibility for the quality of your work and be willing to 'go the extra mile'.
- Look for continual improvement in your performance and in the performance of others.
- Work to agreed policies and procedures.

Team working:

- Work cooperatively with colleagues and assist when they need support.
- Value the different contributions that people can make within a team.
- Work under pressure using own initiative, including lone working if required.
- Recognise when to ask for help and to involve a senior colleague.

Role requirements:

- Good level of standard education.
- Good IT knowledge
- Prior experience in ceramics or pottery/ceramics/3D Crafts.
- A NVQ Level 2, in Health and Social care, or equivalent, or willingness to work towards this.
- Able to understand and interpret relevant verbal and non-verbal communication.
- Good social and oral communication skills.
- Able to motivate and organise self and others.
- Flexible, with good problem-solving skills.
- Experienced knowledge of pottery and sculpture.
- Experience of managing a workshop in a social care role with people with learning disabilities is desirable.

What do we offer you?

In addition to a competitive salary, our benefits include:

- 25 days annual leave plus statutory bank holidays (pro rata and accrued according to number of shifts worked).
- Once you join us, you'll be eligible to benefit from "Charity Discounts" where you can enjoy reductions from lots of differing retailers and service providers.
- An opportunity to 'cash in' one week leave a year.
- Employee assistance scheme that is also available to your immediate family.
- Free on-site parking.
- Sick pay entitlement after one month service.
- Pension Scheme: we contribute to a pension scheme along with your personal contributions.
- Death in Service benefits: payments made to your beneficiaries should the unthinkable happen.

All our employees require a DBS criminal record check. We will do this for you.

We may close this vacancy early if we receive a sufficient number of applications.

Camphill Village Trust is an equal opportunity employer.

About the charity

Camphill Village Trust is an award-winning national charity supporting adults with learning and other disabilities. We provide housing, care and support, and day opportunities across our nine communities in England. We enable people to lead safe, healthy, happy lives and to be active citizens.

Our vision

To see more people with learning and other disabilities lead a life of opportunity

Our mission

To empower the people we support to lead more connected and fulfilled lives and make informed life choices

About Delrow and the service:



Situated only 15 miles from the centre of London, and just outside Watford, Delrow Community combines both the rural and urban and is home to adults with a range of disabilities.

A fully comprehensive support package includes the choice of activities in our workshops where skills are developed, and friendships forged.

Delrow Community is made up of a mixture of house and flats, nine of which are on the Delrow estate with the other on the surrounding Hilfield Lane.

Delrow Community offers support with accommodation for adults with learning disabilities, as well as offering day placements to local people.



Our community is surrounded by beautiful countryside. There is a social farm, a kitchen for bakery, and creative studios.

We work in partnership with other local organisations to maximise the opportunities we can offer people to lead a life of opportunity.

A LIFE OF OPPORTUNITY
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