

Overview of the Service

The Hillcrest Futures activities hub offers group activities such as boccia, singing, dancing, cooking, karaoke, bingo and drumming for people who have additional support needs including learning disabilities and autism. We can also tailor groups to the needs of people we support an example being our young persons group to support specific topics of interest to the younger person.

Areas of Support

Our support is person centred and we aim to encourage every person using the service to have their say and be involved in the development and focus of each of the groups.

Our sessions vary in length depending on the subject and are generally Monday to Friday daytime hours and some early evenings. We will also provide groups over the weekend if this suits the needs of the people using the group.

Additional Information

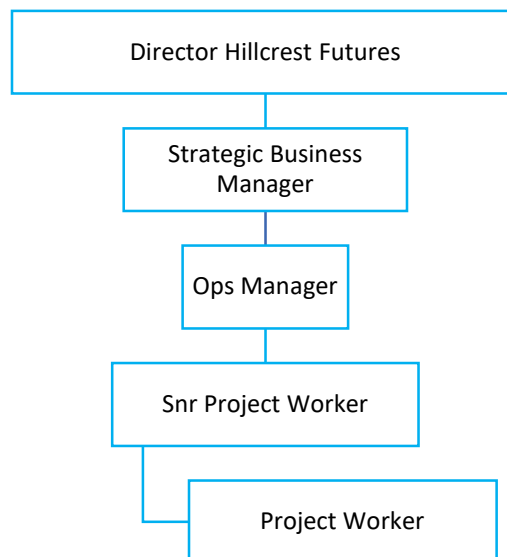
- To be creative, motivated, flexible and willing to learn new skills. An interest in music and the arts would be advantageous.
- To run and lead activity groups
- Support the Senior Project Worker in planning activities
- Assist those who need additional support to participate in activities
- Support everyone in a manner that respects them as individuals, their ability and support need.
- Ensure the wellbeing of everyone using the service
- Ensure appropriate records are kept up to date
- Ensure all equipment and resources are adequately maintained



Job Description

Job Title: Senior Project Worker
Department: Hillcrest Futures
Salary: HF39 – D1 (£28,122.48-£29,018.34 per annum)
Responsible to: Service Manager

Organisational Structure



Main purpose of post:

Senior Project Workers will provide direct support and supervision to Project Workers, Assistant Project Worker and Peer Workers. They will assist the Service Manager in the day-to-day development and delivery of community-based services as well as providing direct support and interventions to people who use the service to help minimise risks and promote positive lifestyles. And will provide lead on initiatives and provide advice and guidance to project team within delegated authority.

Main Duties:

1. To support the team to develop and facilitate group and one-to-one activities in line with service requirements for specific user groups and to provide education and awareness sessions to targeted groups and tailor information to the needs of each group.
2. To take a lead role in promoting and marketing the service to generate appropriate referrals
3. To take lead responsibility for the development of the service – liaising with partners and people who use the service to develop new initiatives To contribute to audit and service improvements
4. To develop knowledge base in specialism and keep up-to-date with best practice and contribute to the local and national discourse in the field and disseminate this to the team
5. To provide advice and guidance to team members
6. To support the induction of new staff.
7. Contribute to and undertake team learning and development.
8. To provide comprehensive, strength-based assessment of personal and social needs and support people to achieve their goals as defined in their Personal Outcome Plan.
9. To lead in the development and provision of a range of one-to-one and group interventions to promote change, including crisis support, counselling support, information and advice, awareness-raising, education, brief interventions, peer support groups, mutual aid, relapse prevention, employability, social inclusion and diversionary activities.
10. To raise awareness in the community supporting family members, friends and concerned others, community members and other professionals on risk behaviours and promote equality and reduction of stigma.
11. To attend multi-agency meetings to support the development of the service
12. To ensure accurate record keeping of the team and provide information for reports to the Service Manager
13. Out-of-hours and weekend work may be required as prescribed by the needs of the service.

Service Specific Duties:

The service descriptor document is part of this Job Description and should be referenced in accordance to specific duties.

Any Other Duties:

The post holder may be required to perform duties other than those given in the job description for the post.

PERSON SPECIFICATION – SENIOR PROJECT WORKER

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working with adults/young people from the service user group • Experience of developing and facilitating groups, • Experience of supporting staff appropriate to the level of this post 	<ul style="list-style-type: none"> • Experience of networking with other agencies to support new service developments
Proven Competencies	<ul style="list-style-type: none"> • Ability to support a team to initiate and facilitate appropriate support mechanisms and a range of interventions including structured one-to-one and groups • Excellent networking skills • Ability to work in partnership and develop initiatives with other professionals, agencies and community groups • Excellent communication skills, both oral and written • Good IT skills • Ability to support a team and lead other • Ability to use own initiative • Excellent time-management/organisational skills • Ability to report statistical information and contribute to report • Ability to facilitate peer support groups and develop peer-led initiatives • Ability to develop information materials on a range of specialist topics to inform service users, public and other professionals • Is adaptable and open to change and open to continuous learning and development 	<ul style="list-style-type: none"> • Ability to audit service user and staff files • Ability to apply for funding for new initiatives • Ability to provide presentation on specialist knowledge and service provision
Education/Qualification	<ul style="list-style-type: none"> • Educated to SVQ Level 3 in social work or community education or other relevant discipline • Willing to undertake training as required 	<ul style="list-style-type: none"> • PDA in Supervision
Service Specific	<ul style="list-style-type: none"> • Able to deliver creative activities such as drama groups, art, crafts, cooking, music and social events such as bingo, discos, trips and outings 	<ul style="list-style-type: none"> • Being creative, artistic or musical would be an advantage • Ability to drive car/minibus

(Support Staff)

CONDITIONS OF SERVICE

Hours:	37 hours are available, to be worked on a shift basis in accordance with the project rota which will be designed to ensure that staff are on duty at times appropriate to the clients and service delivery.
Contract:	This is a Permanent post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.
Grade and Salary:	The post is Grade HF39 – D1. Salaries are paid monthly, directly into a bank account of your choice. The salary for the Senior Project Worker for 37 hours per week is £28,122.48-£29,018.34 per annum per annum
On Call:	The post holder may be required to carry out On Call duties from home. A payment of £16 per shift will be paid for this.
Overtime:	Except for night-time call outs overtime is payable only where it is agreed in advance by the organisation.
Pension:	Hillcrest Futures offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer contributing 4% to the scheme. Further details of the scheme are available from the payroll team.
Health Plan:	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
Annual Leave:	The holiday year runs from 1st January - 31st December. The full holiday entitlement is 236.8 hours (6.4 weeks) per annum rising to 273.8 hours (7.4 weeks). 5 days Public holidays have been included in this annual leave entitlement. Annual leave is calculated on a pro rata basis for part time staff.
Qualifications:	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

Rehabilitation of Offenders Act 1974: If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at www.disclosurescotland.co.uk and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST FUTURES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

SSSC Registration Staff are required to register with the SSSC in the appropriate worker category within Care at Home and Housing Support Services. SSSC registration must be obtained within 6 months of commencing the post. Failure to register within the 6 month period, may result in your contract being terminated. Staff will be responsible for maintaining their registration throughout their employment with Hillcrest Futures.

Trades Union: Employee's have the right to join a Trades Union of their choice, if they wish, although Hillcrest Futures do not recognise any Trade Union. A Staff Representative group is in place.

No Smoking Policy: Smoking is prohibited in all projects and at Head Office. Designed smoking areas are outside the buildings and should be out of view of service users. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the organisation are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

Equal Opportunities: Hillcrest Futures is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favorable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Applications: Please forward applications before the closing date.