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The Inclusion Project Group Leader Role Description and Person Specification.

1. Role title: 'Group Leader'

Working within the remit of the of 'The Inclusion Project', as an **Adult Social Care Worker** supporting people with **Learning Disabilities, in community based venues and activities, with the aim of developing life skills. This work must be conducted in line with the National Standards for Adult Social Care.**

2. Duties

- 1) To coach, mentor, support and provide Adult Social Care for Participants of 'The Inclusion Project'; maintaining our **high expectations and standards of care** provided.
- 2) To **transport Participants to various venues for a range of activities** during the course of the programme, and **from and to pick up / drop off points** (using own vehicle, or accompanying Participants using public transport).
- 3) To be courteous, **professional** and respectful of Participants' and their Parents' / Guardians' needs and emotions, at all times, and respecting confidentiality.
- 4) To remain mindful, focused and **engaged** with Participants responsible for, and to ensure their **needs are met, regardless of 'ability'**.
- 5) To maintain **Participants' engagement, participation, interest and inclusion** by providing stimulating and creative activities, games, events and occasions to facilitate Participants' enjoyment, and progress in social and leisure days within 'The Inclusion Project'.
- 6) To support Participants' use of their **money**, obtaining receipts, where possible, to keep track of monetary transactions e.g. for Parents / Guardians.

- 7) To support Participants' development of **social skills**, e.g. interaction, communication, lifestyle, healthy eating, travel, cooking, fitness, Work Experience / Voluntary Work, whilst facilitating friendships.
- 8) To work under the guidance of 'The Inclusion Project's' Directors, incorporating **target-setting, progression** methodologies and resources, with the aim of **developing Participants' progression**, including supporting Participants with the completion of the **Mencap Gateway Award**.
- 9) To work within current **safeguarding** guidelines and legislation; to safeguard Participants from all forms of abuse; to report safeguarding concerns to 'The Inclusion Project' Director to ensure that safeguarding is in place for all Participants. This includes completing incident logs and safeguarding forms to initiate investigations.
- 10) To remain up-to-date and mindful of Individual **Participants' Information Forms** and where available, their Education Health Care Plans, and **Personalised Risk Assessment and Progressions Forms**, aiming to provide a personalised service for Individual Participants' needs.
- 11) To remain professional at all times; including retaining the **confidentiality** of Participants and their Families; refraining from discussing Participants in the presence of Participants; and not exposing inappropriate materials in the presence of Participants; and retaining the **confidentiality of The Inclusion Project's operating 'trade secrets'**.
- 12) To use The Inclusion Project's **Simply Book Me Appointments System** to manage pick up and drop off times for Parents, Participants and The Inclusion Project.
- 13) To **liaise with Parents / Guardians / Account Holders** in providing feedback reviews; and a photograph and one sentence for each Participant for each session; as well as taking part in **Social Service Social Work Reviews** on behalf of Participants, where invited. To attend **monthly Group Leader meetings**.
- 14) To ensure that electronic **time sheet records are accurate, up-to-date and submitted to 'JT Management Limited' daily via FreeAgent bookkeeping and invoicing system**.
- 15) To work under the guidance of The Inclusion Project's **Operation Manager**, in setting targets, conducting reviews, taking part in supervisions and **Continuing Professional Development**, including an induction and probation period. To attend **monthly Group Leader meetings** with a Manager, and to complete at least **one hour of CPD a week**.
- 16) To work ethically, sensitively and within the confines of **The Data Protection Act, and the suite of Policies and Procedures that encompass The Inclusion Project's service and ethos, including: Equal Opportunities; Managing Behaviour; Whistleblowing; Quality Assurance; Customer Service; Participant Risk Assessment; Bullying and Harassment policy; Data Protection; Disaster Recovery and Business Continuity; Safeguarding; Health and Safety; Compliments and Complaints; Medication; Infection Control.**

17) To perform any other duties as may be deemed necessary to maintain the safety and progression of Participants accountable for.

18) Not to bring 'The Inclusion Project' into disrepute in any way.

3. Remuneration

Remuneration is dependent on quality, as outlined in The Inclusion Project's Group Leader Service Contract, updated as necessary, and in line with accountability criteria, in reviewing both The Inclusion Project's and Group Leader's performance through regular quality assurance procedures and systems e.g. supervisions, reviews, feedback from Group Leader monthly meetings, Area Managers, Participants and their families. Hourly pay is dependent on Continuing Professional Development, Qualifications and Experience, and varies across Franchise Areas.

4. Person Specification: Group Leader with The Inclusion Project

Requirements, Skills, Competencies	Essential	Desirable
Three Years of previous experience of working with Adults and/or young people with Learning Disabilities.	Essential	
Clean Valid, Full, UK Driving License, with at least 2 years' driving experience.	Essential	
Business Use Car Insurance (or a detailed plan of how public transport can be utilised, incorporating travel training). This needs to be of a class of insurance that covers you for using your car WITHIN your business, not just commuting to and from work.	Essential	
Own Vehicle with MOT, and breakdown cover, to use for pick-ups and drop offs.		Desirable
Disclosure and Barring Service (DBS) – Enhanced DBS Certificate, clean criminal record certificate of no more than three years old; and to self-fund three yearly renewal through Mencap: https://www.mencap.org.uk/advice-and-support/disclosure-barring-service-dbs-checks , or another umbrella organisation for self - employed people.	Essential	
Strong communication skills.	Essential	
First Aid at Work Certificate / Qualification, Continuing Professional Development – regularly updated.		Desirable
Team player but also independent worker with initiative.	Essential	
To obtain Carer's Insurance and Public Liability Insurance for at least £5 million, and Carers' Insurance.	Essential	
UK Passport or Citizenship Certificate, or birth certificate.	Essential	
IT skills to enable use of own Smart Phone, to access our password encrypted records on Drop Box; to use WhatsApp communications system; Simply Book Me Appointments System and FreeAgent invoicing and payments system.	Essential	
Ongoing CPD record with e.g. Buccal training etc.		Desirable
Set up (or prepared to set up) as self-employed i.e. registered with HMRC as Sole Trader or Limited Company with Companies House. And has a 10-digit Unique Taxpayer Reference Number.	Essential	
Has 2 professional references to provide.	Essential	

Reliable and punctual.	Essential	
Provides a CV, accounting for any gaps in service.	Essential	
Has a Car Kit, comprising of: First Aid Kit, water bottles, hand sanitizer, blanket, pack of plain biscuits, Sat Nav, and phone charger in car.	Essential	
Has some understanding of some Learning Disabilities.		Desirable
Other skills, experiences and qualities that can be brought to The Inclusion Project.		Desirable
Can follow instructions, including the requirement to attend and participate in one Area Managers' meeting a month.	Essential	
Flexibility, adaptability and can cope with change.	Essential	

5. Terms and Conditions

The Inclusion Project's staff are Self-Employed, Freelance Contract Workers, set up as either Sole Traders, or as a Limited Company with Companies House. This means that you are responsible for paying your own Tax and NI. You will need to register as Self-Employed with HMRC, who will provide you with a Unique Tax Reference Number. This number needs to be provided to The Inclusion Project as evidence of self employed status.

The Inclusion Project does not pay for travelling expenses or fuel. The role requires Group Leaders to collect and drop-off Participants from their homes, in their own cars; Car travel is an integral part of the Group Leaders role. You must be prepared to travel distances to collect Participants and to drop them off home again.

We provide a contract for Group Leader services, on the basis of you being a freelance contractor.

We pay our Group Leaders by the hour, and per Participant in their care, at a rate dependent on experience, CPD and qualifications.

We do not guarantee a minimum number of hours or days of work. This is not a zero hours contract, as our Group Leaders are not employees, they are self-employed with their own businesses, contracted for assignments, where they have the choice of accepting or rejecting those assignments.

We do not pay sick pay or for holidays. You can work flexible hours to suit your lifestyle.

Group Leaders fund their own:

Enhanced DBS Certification;

Carers and Public Liability insurances;

Car business insurance, of a class that permits the use of your car within your work, and not just for travel to and from work;

Car breakdown cover;



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And car kit, to comprise of: Sat Nav, phone charger, first aid kit, hand sanitiser, blanket, water and pack of plain biscuits.

If your application is considered successful, you will be offered an interview, followed by a visit to The Inclusion Project, so that you can experience how we work, and expectations of the role. This interview may be face to face or by Skype, Facetime or over the phone.

You will undergo induction with a particular focus on standards. The Inclusion Project's Group Leader standards are based on the Adult Social Care Workers' National Standards.

Group Leaders have a month's probation, followed by regular target setting and reviews.

If you have any questions, please contact Dr. Denise Jackson at denisejacksontip@gmail.com



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