

SELF EMPLOYED 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 **Booking Scheduling 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**.
- 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 certificate with no previous charges or convictions. A new DBS will need to be applied for and paid for by the applicant via The Inclusion Project. | 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 or Evidence of Eligibility to work within the UK. | Essential | |
| IT skills to enable use of own Smart Phone, to access our password encrypted records on online, as well as our other online applications and software. | 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 | |

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

Disclaimer: Working as a self-employed carer means that your documentation is portable to the range of places you work in. If your application is unsuccessful The Inclusion Project **cannot reimburse** you for costs of your public liability insurance. You will be able to use this insurance cover with other care work you have elsewhere.

Disclaimer: Working as a self-employed carer means that your documentation is portable to the range of places you work in; they belong to you and you. If your application is unsuccessful The Inclusion Project **cannot reimburse** you for costs of your DBS certificate, as it belongs to you. If you have signed up to the DBS Updates Service, then your DBS certificate can be used in other workplaces for other work; it does not belong to The Inclusion Project.

The Inclusion Project **cannot reimburse** you with the cost of the equipment you need to have to be a Contract Carer; you will be able to use your equipment in other work, not just with The Inclusion Project.

Group Leaders have a month's probation, followed by regular target setting and reviews. If you have any questions, please contact – info@inclusionproject.co.uk

Thank you.