

VAL Jobs

VALUES

Learning Disabilities Service Development Officer



Helping people change
their lives for the better

Job description

Job purpose:	<ul style="list-style-type: none">■ Working closely with VALUES Managers undertake VALUES service co-ordination and delivery for people aged 16+ with a learning disability ensuring highest service standards, compliance and best practice service delivery.■ Influence, shape, develop and grow the VALUES Service, increasing the quality of service provision, the service offer and service user numbers.■ Ensure ongoing recruitment, training and support of support volunteers■ To support the development of VALUES and VAL to be a recognised leader in delivering high quality support services.
Responsible to:	VALUES Team Managers

1. Main aims of the role

- Assisting in the quality running of a large fast paced day service
- Supporting people with a learning disability to make friends, be more independent and learning new skills in a safe and fun way.
- Supporting VALUES Managers in the planning, organisation, co-ordination and administration of the service.
- Supporting VALUES Managers in developing the VALUES service to meet its growth plans and potential.

2. Main activities of the role to deliver the aims

- Coordinating the daily running of the service, ensuring the highest quality of support to people with a learning disability by offering guidance and arranging recourses to Support Workers, Volunteers and Students.
- Deputising for the VALUES Managers as needed.
- Supporting the VALUES Managers with planning and organisation of the Service
- Planning and implantation of specific projects.
- Supporting the VALUES Managers with admin tasks including updating client records, writing letters, editing spreadsheets and running mail-merges.
- Contribute to communications and positive public relations about the project both internally and externally.
- Providing direct support to people with a learning disability in groups and as a 1-to-1 to take part in social, leisure, learning and volunteering activities. This includes some personal care and some administration of medication.

- Develop and strengthen relationships with key stakeholders under the guidance of VALUES Managers.
- Support the development of the systems and processes to support and improve service delivery.
- Actively participate in undertaking service monitoring and reporting tasks, working with VALUES Managers.
- Act as a fire marshal and first aider for the department.
- Work with family members and Social Workers and other professionals to ensure collaborative and consistent working.
- Raising concerns to Managers where appropriate, for example, where there are safeguarding concerns, HR issues etc.
- Assist with Petty cash distribution, recording and tallying.
- Assist with fundraising activities, day trips and other special events.
- Provide management and supervisions to some VALUES Volunteers.
- Promote and ensure equality, diversity and inclusion in VALUES Service delivery and within VAL.

3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for VAL
- Participate positively in the development of plans, projects, performance management and VAL organisational development
- Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL people and keeping up to date with relevant changes in policy and practice
- Build and maintain effective relationships with colleagues including working collaboratively across VAL
- Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
- Support volunteers to deliver aspects of VAL's work
- Ensure the health and safety of VAL people and service users
- Encourage and promote equality and diversity inside and outside of VAL
- Carry out evening and weekend work as required
- Undertake any other reasonable duties in line with the aims of the post

Person specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

Understanding of Learning Disabilities

- Established experience, around 3 years of working with people with a learning disability or clearly transferable experience with demonstrable knowledge of learning disabilities.
- Experience of independently supporting people with behavior that can be challenging.
- Experience of responding to adult safeguarding matters.

Essential Skills, Knowledge and Qualities	<ul style="list-style-type: none"> ■ Demonstrable knowledge of the issues that affect people with a learning disability including health and support needs, Personal Budgets and other challenges. ■ Ability to empower people with a learning disability. Commitment to running a confidential service. ■ Ability to work in a fast pace environment and perform tasks in a timely matter. Highly organised with the ability to work under pressure, prioritise and meet deadlines.
Managing, supporting and working alongside people	Ability to work closely with colleagues in the team, across VAL and with a variety of professionals. A professional manner and ability to delegate where appropriate. Some supervision experience.
Performance Management	Experience of using performance management of service delivery including monitoring and evaluation
Facilitation and networking skills	Facilitation, networking and group work skills and the ability to work successfully with groups of different sizes and backgrounds
Developing and delivering learning opportunities	Developing training, workshops or other learning opportunities to support and enhance service delivery including needs analysis, programme design and development of resources
Experience of different communities	Working within different communities such as urban, suburban, small towns and / or rural and with a wide variety of voluntary and community sector organisations
Equality, Diversity and inclusion	Encouraging and promoting independence, equality, diversity and inclusion in the delivery of services and experience of working effectively with people from a range of backgrounds
Building relationships	The ability to build and maintain effective relationships with colleagues and partners in all sectors
Organisational skills	Taking personal responsibility and a proactive approach to planning and performance managing a varied and complex workload, prioritising demands and working to tight deadlines
Approach to work	A positive “can do” approach, the ability to be innovative, and flexibility to meet the demands of a changing environment
Presentation skills and oral communication	<ul style="list-style-type: none"> ■ Excellent communication and presentation skills with a diverse range of people in a variety of situations, including the ability to represent the views of VALUES to a wider audience. ■ Demonstrable experience of Great communication skills demonstrated when working with authorities, professionals, the public, colleagues and especially with people with learning disabilities and families. ■ Ability to sell and promote VALUES.
Written communication and developing information services	Good writing skills, including developing information and resources for VALUES with evidence of translating complex information into clear and engaging materials

ICT skills	<ul style="list-style-type: none"> ■ Proficient in ICT packages including word processing, email and internet, spreadsheets and databases; Outlook, Excel, Word, Teams, Publisher and PowerPoint. Ability to compose written communications for a wide range of audiences. ■ Ability to handle data and perform basic calculations. ■ Ability to conduct research for the development of the project.
Continuing professional development	There are no specific qualifications for this role, but evidence of continual development of knowledge of skills is required and undertake training.
Disclosure and Barring Service Checks	This role will require an Enhanced level DBS check
Hours of working	Able to work some evenings and occasionally at weekends
Travel	Ability to travel regularly within the city and county and occasionally nationally