



Job Title: Enterprise Assistant

Salary Range: £15,307.50 – £17,807.50 (All other areas)
£16,072.88 - £18,572.88(South east)
£16,838.25 - £19,338.25 (London)

Reports to: Team Leader

Location:

Who are we?

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with kids in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

What we need?

To work as part of a team providing hands on support and training to disabled adults participating in the Shaw Trust service and enables each service-user to maximise their potential.

Are you right for the job?

- Do you have experience of helping turn around the lives of people through training and/or employment?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you have a strong track record of achieving targets?
- Do you motivate people, work well in a team and stay focused under pressure?

Person Specification

Job Title: Enterprise Assistant

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES	
Technical competency (qualifications and training)	<ul style="list-style-type: none">Working towards (or willingness to work towards) NVQ Level 2 in Care or equivalent. (D)
Experience	<ul style="list-style-type: none">Background in providing support to Disabled people, more specifically with Learning Disabilities. (D)
Skills and Attributes	<ul style="list-style-type: none">Ability to cope with a variety of challenging situations in a calm and sensitive manner. (E)Flexible approach to working in a variety of settings with individuals requiring different kinds of support. (E)
Personal qualities, communicating and relating to others	<ul style="list-style-type: none">Good communication skills, both verbal and written. (E)Good organisational and time management skills. (E)Empathy and belief in the potential of people with disabilities. (E)
Safeguarding	<ul style="list-style-type: none">Be able to display an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults. (E)This post requires a Criminal Records Bureau disclosure at Enhanced level. (E)
Other	<ul style="list-style-type: none">Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)Positive attitude to disability, health problems and employment problems. (E)Willingness to travel. (E)Knowledge, experience or skills within the general field of disability. (D)

Main Duties and Responsibilities

Duties

1. To supervise Service Users with Learning Disabilities in the daily tasks at the Nursery.
2. To be on a rota system to undertake tasks with Service Users to work in the greenhouse, the grounds (grounds maintenance) and the retail shop.
3. To support/supervise service users at all times during the day, and during lunch times.
4. To Support / supervise service users in planting, bulbs, plants, seeds and shrubs.
5. To support/supervise service users in the retail shop to serve customers, replenishing stock and cleaning the area.
6. To provide care and support to service-users, both to ensure their well-being and to maximise their opportunities for development.
7. To work closely with Service-Users, implementing personal programmes, setting goals and monitoring and recording progress.
8. Reporting and record keeping as per the employers instruction and procedure.
9. To complete Service User paperwork to capture reviews of each individual's progress.
10. To develop and maintain good inter-professional relationships with the team and other projects/services inside and outside the project
11. To plan Service User time tables
12. To research community opportunities/venues to facilitate Service User move-on and record appropriately and accurately.
13. To attend internal/external meetings as and when required.
14. To take part in quality monitoring processes.
15. To ensure service-users have an understanding of and compliance with appropriate Health and Safety procedures.
16. To adhere to Shaw Trust policies and procedures and quality standards.

17. To maintain an awareness of support/training and employment issues in relation to disability.
18. To undertake appropriate learning and development, as identified through regular appraisals and review.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.