



## Job Description

**Job Title:** Enterprise Assistant

**Salary:** £16,009.50 – £17,807.50 (All other areas)  
£16,009.50 - £18,572.88 (South east)  
£16,838.25 - £19,338.25 (London)

**Reports to:** Enterprise Manager / 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.

### **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 motivate people and work well in a team?

## Person Specification

**Job title: Enterprise Assistant**

(E = Essential D = Desirable)

<b>SKILLS AND CORE COMPETENCIES</b>
<b>Competencies</b> <ul style="list-style-type: none"><li>• Embraces change and drives continuous improvement <b>(E)</b></li><li>• People centred in a commercial framework, takes accountability for results <b>(E)</b></li><li>• Demonstrates a passion to further the charitable aims of the organisation and acts with integrity <b>(E)</b></li><li>• Collaborates and unites with others behind the organisations mission <b>(E)</b></li><li>• Provides a best in class service to all customers internal and external <b>(E)</b></li></ul>
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"><li>• Working towards (or willingness to work towards) NVQ Level 2 in Health and Social Care or equivalent. <b>(E)</b></li><li>• Good working knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel and Outlook. <b>(E)</b></li><li>• Working towards or willingness to work towards Health &amp; Social Care Level 2 and TSI (Training in Systematic Instruction) <b>(E)</b></li><li>• Willingness to complete a first aid course <b>(D)</b></li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Similar experience of working in a relevant field (i.e. horticulture, wood recycling, manufacturing) <b>(E)</b></li><li>• Working within a developmental role, supporting people with the aim of achieving personal outcomes <b>(E)</b></li><li>• Background in providing support to disabled people, particularly with Learning Disabilities and or Mental Ill Health. <b>(D)</b></li><li>• Working with young people <b>(D)</b></li></ul>
<b>Skills and Attributes</b> <ul style="list-style-type: none"><li>• Ability to cope with a variety of challenging situations in a calm and sensitive manner. <b>(E)</b></li><li>• Flexible approach to working in a variety of settings with individuals requiring different kinds of support. <b>(E)</b></li><li>• Ability to give constructive feedback <b>(E)</b></li><li>• Demonstrates innovation when overcoming service user barriers, to achieve progression outcomes <b>(D)</b></li></ul>
<b>Personal qualities, communicating and relating to others</b> <ul style="list-style-type: none"><li>• Good communication skills, both verbal and written. <b>(E)</b></li><li>• Good organisational and time management skills. <b>(E)</b></li><li>• Empathy and belief in the potential of people with disabilities. <b>(E)</b></li></ul>
<b>Safeguarding</b>

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults. **(E)**
- This post requires an Enhanced DBS check **(E)**

**Other**

- 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**

1. To supervise and support Service Users in their daily tasks as part of their person centred plan at our service (at all times during the day and during lunch times)
2. To provide support to service users to maximise both their wellbeing and opportunities for development
3. To work closely with Service-Users, implementing personal programmes, setting goals and monitoring and recording progress.
4. Where required, to attend meetings with multi-agency teams to ensure progress and development areas are recorded and actioned upon as part of the person centred plan
5. Reporting and record keeping as per the employers instruction and procedure
6. To ensure any reviews of the person centred plan are carried out and documented in a timely manner and raising any concerns to the Enterprise Manager/Enterprise Team Leader
7. To attend other internal/external meetings as and when required.
8. To take part in quality monitoring processes.
9. To ensure service-users have an understanding of and compliance with appropriate Health and Safety procedures.
10. To adhere to Shaw Trust policies and procedures and quality standards.
11. To maintain an awareness of support/training and employment issues in relation to disability.
12. 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. This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.