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This Job Description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between the post holder and their line manager.

JOB DESCRIPTION

**Title of Post:** Deputy Workshop Leader

**Purpose of Job:** To deputise workshop leaders in their absence, leading workshop groups for adults with learning disabilities.

**Responsible to:** Workshop Leaders/Assistant Care & Support Manager (Workshops)

**Typical week:** The depute workshop leader will be employed for 40 hours per week; 9am-5pm Monday to Friday. The role is varied, with an expectation to provide support across a range of indoor and outdoor workshops for adults with learning disabilities and ASN. The depute workshop leader will provide some support to Day Services, as and when required.

**Current Workshops:** Estate, Farm, Gardens, Craft, Pottery, Woodwork, Horses, Bakery, House Gardens, Day Service.

**Major Tasks:**

1. To deputize for workshop leaders as required, and to ensure adequate cover and smooth running of workshops.
2. To work with workshop leaders, participating in the workshops and providing support as directed.
3. To lead and direct volunteers and set an example positive person-centred working and care provision.
4. To contribute to a positive working environment within the workshops and engage the Residents in workshop tasks and projects.
5. Leadership, instruction and supervision of the volunteers and residents when workshop leader is not present.
6. To share responsibility for the Safety and welfare of all participating in Corbenic workshops.
7. To manage and record accidents and incidents as required.
8. When required, to provide support and cover for day participants during non -workshops times between the hours of 9am - 5pm (exclusive of your own break times).
9. To work in such a way to contribute to Corbenic’s objective to reduce waste and not cause harm to the environment.
10. To carry out other duties as requested by your line manager, the Community Director and other Senior Leadership Team members to meet the Community’s needs.
11. To ensure compliance with all relevant laws, regulations, guidance, policies, procedures and best practice.
12. To attend and actively participate in key festivals throughout the year if requested to, which may occasionally involve work outside of contracted hours.
13. To be fully aware of Corbenic Camphill community values and to work in such a way to uphold these values.

**Activities:**

1 **Safety, Welfare and Quality of work.**

* 1. The depute Workshop leader will work with the Workshop Leader/s to ensure adherence to the recommendations given by the Health and Safety at Work legislation.
  2. Ensure that work is carried out and support provided in a way that adheres fully to the National Care Standards and organisational policies.
  3. Ensure that residents are encouraged and enabled to express their opinions and wishes.
  4. Ensuring that any accidents and incidents that take place are recorded on the appropriate forms and passed onto Line management.

1. **Support and Supervision** 
   1. Take part in regular Support and Supervision sessions as per the policy.
   2. Participate in the annual review process as directed.
2. **Co-ordination of Working Environment.**
   1. Supporting the Workshop Leaders to ensure adequate support and cover is provided to workshops.
   2. Ensuring that the Health and Safety of residents and workers is always the highest priority. Following agreed procedures for ensuring compliance with health and safety legislation are known and adhered to.
   3. Monitoring sensitively the actions of any person who may pose a risk to another and in consultation with the Assistant Care and Support Manager, taking appropriate action in line with the Community policy when the need arises.
   4. Operating efficiently and effectively the policies and procedures which have been agreed by the Community.

**4. Training & Other Requirements**

4.1 Undertaking mandatory and elected training when required.

4.2 SSSC registration and undertake any other relative training requirements.

4.3 PVG membership (enhanced disclosure).

4.4 Where required provide work including personal care in residential houses

**Person Specification**

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| --- | --- | --- | --- |
| **Specification** | | **Essential** | **Desirable** |
| Qualifications | * SVQ 3 Health and Social Care * Other qualifications relevant to Corbenic’s workshops |  | Ö  Ö |
| Career Experience | * Social Care experience |  | Ö |
| Knowledge | * Reasonable understanding of Microsoft packages, in particular Excel and Outlook. * An understanding of disability and, in particular, learning disability and how this impacts on people’s lives. * Knowledge of health and safety * Supervisory experience | Ö | Ö  Ö  Ö |
| Skills | * Good Communication and interpersonal skills * Attention to detail * Ability to remain focussed/calm under pressure * Ability to build effective relationships with colleagues and external parties. * An understanding of and willingness to connect with the values and aims of Corbenic Camphill Community and reflect these in all aspects of your work. * Manual handling skills | Ö  Ö  Ö  Ö  Ö | Ö |
| Personal Attributes | * Personable and professional approach * Team player, with the ability to act as an enthusiastic and motivated self-starter where necessary * Desire to make a positive difference for those with Learning Disabilities and a commitment to the Camphill ethos * A commitment to Equality, Diversity and Inclusion * You are flexible when it comes to working weekends and holidays as necessary | Ö  Ö  Ö  Ö  Ö |  |

This Job Description may be subject to joint review from time to time between the post holder and Corbenic Camphill Community and as such is liable to amendment.