

## JOB DESCRIPTION

**JOB TITLE: BUILDING FUTURES YEAR LEADER**

**LOCATION: Community locations in Guildford, Woking plus other locations in and around Surrey**

**RESPONSIBLE TO: Head of Building Futures and A Reason to Get Up**

### **OUR MISSION:**

To nurture independence so that every person with a learning disability has the same life choices and chances as any other person.

### **ROLE PURPOSE:**

- To lead and support in the delivery of outstanding informal community-based sessions to a specified year group of young adults with learning disabilities, autism or other support needs on the 'Building Futures' Programme.
- Provide exceptional person-centered support to all of the adults accessing **halow's** 'Building Futures' programme, recognising their individuality, diversity personal rights and other life choices, whilst nurturing independence.
- To safely support all adults to access the 'Building Futures' programme, utilising relevant supportive commutation and behavioural support plans and aids.

### **MAIN ROLE RESPONSIBILITIES AND TASKS:**

**To provide an unrivalled level of service and support to our young adults, colleagues, families and stakeholders of our Building Futures service by:**

- Working with the adults, community partners and staff to prepare, lead and fully participate in high quality session plans for your year group, across a range of venues and locations.
- Delivering the programme content out in the community, there will be a mix of indoor and outdoor delivery at multiple community locations. Taking the relevant resources with us to deliver our sessions.
- Working with the adults to set and achieve the targets, goals and aspirations they identify during their involvement in our programme.
- Demonstrating a positive approach through both actions and communications when working with each adult to think about their progress on the programme, and work with colleagues, partners, stakeholders and adults to put in place support strategies and mechanisms to make this happen.
- To ensure a safe, caring, responsive, effective and well led service – compliant with regulations and legislation and following all care plans for the adults – with **halow's** values at the heart of everything we do.
- Being responsible for the day-to-day management, support, and guidance of Project Workers, Learning Support Workers, and volunteers on your year group, along with external session delivery partners; particularly in delivering your planned sessions.
- Contributing to the long-term and medium-term planning, development and delivery of the 'Building Futures' programme. Leading on creation and delivery of termly schemes of work, using informed judgement of the needs and goals of the adults we support.

- Following and reinforcing the guidance detailed in the 'Building Futures Contract' / Code of conduct for adults, and their parents/families/carers.
- Supervising and proactively supporting Learning Support Workers providing constructive feedback on their work and conduct.
- Contributing to the continuous improvement of service standards in order to maintain our excellent reputation.
- To support the communications and marketing of the Building Futures Year Group by maintaining contact with the **halow** Fundraising and Communications team about activities and outcomes, for the positive promotion of our programme in the community.
- To fulfil the administrative elements of the post by:
  - Assisting the Head of Building Futures and A reason to get Up with administration of the programme.
  - Maintain all key documents for the young adults we support.
  - Evaluate session plans and produce presentable data that will track progress and possible trends.
  - Contributing to regular monitoring and evaluation reports on the success of programmes.
  - Creating Person centred planning meeting booklets to share the young adults' successes and progress.

**To ensure safe, compliant and high-quality services by:**

- Keeping clear, accurate and up-to-date records relating to young adults, including:
  - Session plan evaluations.
  - Risk assessments.
  - Incidents or accidents.
  - Young adult's involvement and outcomes.
  - Safeguarding matters.
- Reporting actual or potential safeguarding matters to the Safeguarding Team without delay.
- Reporting any incidents, accidents or complaints in a timely manner.
- Any other requirements as identified by the organisation in its quality drive as appropriate.

**To fulfil any other responsibilities of the post including:**

- Be an ambassador for **halow** by demonstrating commitment to our mission, aims and objectives.
- Ensure that all of your work falls within current data protection legislation and best practice guidance. Adhere to the organisation's internal policies and procedures, demonstrating and championing **halow's** values in everything you do.
- Provide regular updates to your line manager and Directors on your progress and KPIs.
- Participate in regular supervisory sessions, appraisals, and team meetings.
- Attend, complete and regularly refreshed any training or learning, as identified / as required, as part of a wider commitment to continuous professional learning and development.
- Attend internal or external meetings as required.
- Any other duties which may be reasonably required of the post.

This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. Job descriptions are reviewed to ensure they are up to date and relevant to the job role being performed. You will be consulted where changes are necessary with a view to reaching an agreement, but if not possible, the Organisation reserves the right to insist on changes to the job description post consultation.

Job Description Date of Last Review: 10/03/2026

## PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>	<ul style="list-style-type: none"> <li>• Demonstrable experience of activity delivery with children and / or people with support needs through youth work, event organisation or education.</li> <li>• Experience of planning &amp; delivering group sessions / courses and working to deadlines.</li> <li>• Experience of safeguarding and risk assessment working with vulnerable people.</li> <li>• Experience of monitoring, evaluation and producing reports.</li> <li>• Experience of administration.</li> <li>• Experience of working with people with a learning disability, autism or other condition requiring a learning support need.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching and or youth work/leading</li> <li>• Experience of managing regular email communications and contributing to marketing of projects.</li> <li>• Experience of staff or volunteer supervision.</li> </ul>
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> <li>• An understanding of and commitment to promoting equal opportunities, respect, individuality and promoting independence.</li> <li>• An understanding of Health &amp; Safety and what needs to be considered when preparing and delivering group sessions.</li> <li>• Demonstrates an understanding of learning disabilities.</li> <li>• Proficient in the Microsoft Office suite including Microsoft Office suite knowledge plus database inputting and use.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a NVQ in Health and Social Care or other relevant qualification.</li> <li>• Evidence of a teaching qualification or informal youth work certification or experience.</li> <li>• Demonstrates an understanding and/or training in medication.</li> <li>• Any other training relevant to the role.</li> <li>• An understanding of Self-Directed Support and demonstrates further training in care and/or working with people of whom have a learning disability.</li> <li>• Experience in using Makaton, PODD, PECS, communication devices.</li> </ul>
<i>Skills and Personal Attributes</i>	<ul style="list-style-type: none"> <li>• A good standard of verbal and written English with an ability to communicate with people of all abilities.</li> <li>• Trustworthy, honest, reliable, and punctual.</li> <li>• Excellent problem solving and organisational skills with ability to cope under pressure.</li> <li>• Exhibit role model behaviour at all times.</li> <li>• A team player who is just as capable when lone working.</li> <li>• A willingness to undertake physical duties and responsibilities of the role e.g. working outdoors, moving between community locations, sports sessions etc.</li> </ul>	
<i>Other</i>	<ul style="list-style-type: none"> <li>• A legal right to work in the UK.</li> <li>• A willingness to work flexibly (the role entails delivery across indoor and outdoor venues at evenings, weekends and holiday times, as well as office hours).</li> <li>• A willingness to undergo an DBS check to work for the Organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• A driving licence and access to a vehicle which can be used for business purposes with valid business insurance/cover.</li> <li>• A willingness to transport young adults under <b>halow project's</b> care.</li> </ul>