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Charity No. 273924



## Fairfield Trust Vacancy: Living Well Service Life Coach

Job title: <b>Living Well Service Life Coach</b>	
Work base: <b>Community Based</b>	Team: <b>Young Peoples' Services</b>
Hours of work: <b>Full and Part Time hours available, roles also available with sleep-in shifts</b>	Salary: <b>£11,138.40 (based on 20-hour week at £10.71 per hour) plus sleep-in rate where applicable</b>

### The Role

This is a great opportunity to become a Living Well Service Life Coach and carry the culture and values of Fairfield Trust to the wider community in the South West.

The Living Well Service supports people to lead fulfilling lives, with choice and control over how they spend their time. We work with people in their own homes and communities, focusing on their wellbeing, their life skills, their work skills and social lives.

The Service may include personal care, daily living activities and practical tasks and may offer just a few hours of support, or 24-hour support.

Our goal is to help people live their best lives.

### About You

Do you know what drives you as a person? Are you looking to make a real impact on people's lives? We are looking for team players, who are professional, take responsibility and will go the extra mile to make someone's day.

Our Living Well Service empowers young people to live their best lives, without barriers.

You may have worked in care and support before, or you may be looking for a change in direction and a new opportunity. We offer all the training and support necessary to enable you to offer safe and compassionate support to people in their own homes and communities. You will become an expert in delivering person centred, goal focussed, care and support.

### Main duties of the role

1. To live the values of Fairfield Trust, providing a safe, caring, supportive environment for people we support
2. Provide person centred support to individuals, offering choice and control and enabling people to develop their skills for life, both practical and social
3. Deliver and support aspects of personal care, with both dignity and respect at all times
4. Support each individual in accordance with their support plans, contributing to reviews and updates of plans where necessary
5. Monitor people's health and wellbeing. To include reporting and administering medication in line with procedures, policies and risk assessments
6. Ensure that all individuals receive appropriate support to manage their personal finances
7. Work as part of the staff team, attending meetings and working with colleagues, sharing information and ideas, enabling people to have fulfilling lives



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8. Keep the required written and computer records for each person's progress, behaviour and support
9. If required, fulfil a key worker role, providing guidance and support to a named individual
10. Work at all times within the framework provided by Fairfield Trust policies and procedures
11. Attend regular staff meetings, undertake training and participate in activities to ensure that the Trust continues to maintain the standards required by its funding bodies and CQC
12. Participate in observations, 1:1's and annual appraisals to promote good practice and inform professional development
13. Work on a rota over a 365 days per year pattern. For roles that involve sleeping-in, these shifts will be paid at the current applicable sleep-in rate
14. Any other duties that may reasonably be requested

### Working relationships

The post holder will become part of the Living Well Team, forming productive working relationships with colleagues. You will report to Living Well Team Leaders and work well with other Team Leaders and Young Peoples' Service Managers at the Trust.

### Person Specification

The person specification details the personal criteria which the job holder should possess in order to be able to successfully perform the job.

<b>Alignment With our values</b>	<p><b>Teamwork:</b> We hold ourselves and each other to account, and are better when we work together</p> <p><b>Compassion:</b> We act with trust, honesty and kindness in everything we do</p> <p><b>Inclusion:</b> We treat each other fairly and with respect</p> <p><b>Innovation:</b> We encourage thoughtful, creative and aspirational ideas</p> <p><b>Pride:</b> We encourage each other to be proud of who we are and what we do</p>
<b>Qualifications or Experience</b>	Experience in supporting young adults with learning disabilities is great but not essential. We offer support & training enabling you to become a confident, professional member of our team. We require a willingness to complete further training.
<b>Skills</b>	<p>To be highly personable with very good communication skills</p> <p>To be self-motivated and an enthusiastic self-starter with an entrepreneurial outlook</p> <p>To be numerate and have an ability to use computers</p> <p>To show an understanding of the importance of a person-centred approach</p> <p>To be a team player</p>
<b>Safeguarding</b>	Display a commitment to the protection and safeguarding of young people. A commitment to maintain up-to-date knowledge of relevant legislation and guidance in relation to safeguarding of children and vulnerable adults.
<b>Driving</b>	A full driving licence and use of your own vehicle for work purposes, business insurance will be a requirement on vehicles used for work purposes.



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## Benefits

We offer a generous holiday entitlement of 7 weeks per annum for full time employees, pro-rata for part time, to be taken in negotiation with the team. Bank holiday entitlement is included in this amount and you may be required to work any public/bank holidays, which fall on a normal working day.

There is a pension scheme available for eligible staff.

## Fairfield Trust Working for the Trust - Information for all Applicants

### Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people. All staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young / vulnerable people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

This position involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered as 'spent' under the act.

All staff are required to have a clear DBS check prior to starting work at the Trust.

### Context, Purpose and Trust Values

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and commercial ventures including two cafes, a shop, post office, animal park and pub.

The Trust's mission is: **To enable young people to live and work without barriers**

Our 5 agreed values are:

**Teamwork:** We hold ourselves and each other to account, and are better when we work together

**Compassion:** We act with trust, honesty and kindness in everything we do

**Inclusion:** We treat each other fairly and with respect

**Innovation:** We encourage thoughtful, creative and aspirational ideas

**Pride:** We encourage each other to be proud of who we are and what we do

Fairfield Trust's residential care and support services operate in Dilton Marsh, offering placements for students attending Fairfield College and for those requiring further support post-college.

The Living Well service offers care and support to people in their own homes. They may have moved back home after college, or moved on to their own home, in their own community. The service will enable them to keep learning new skills and live fulfilling lives.

We look for people who are driven by their own personal values and can share in those of the Trust.



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### **Technology**

We use apps on mobile phones and computer software that require good IT skills and attention to detail.

### **Financial responsibility**

We always ensure effective use of resources and value for money is secured for the Trust.

### **Health and Safety**

You are responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions. You will be responsible for risk assessing, reviewing and monitoring all aspects of your work.

### **Equality and Diversity**

You are required neither to discriminate against nor harass or victimise: colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

### **Records management**

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information. You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy and promptly reporting all breaches, or potential breaches of security to the Principal.

### **Other duties**

You may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties, or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.



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## Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

## Support & Guidance

Support individuals in line with their support plans, without discrimination.

## Fairfield Trust How to apply:

**Current opportunities at Fairfield Trust can be found at** <https://fairfieldtrust.org.uk/jobs/>.

**Step 1** – Submit an Expression of Interest form on <https://fairfieldtrust.org.uk/lifecoaches/>

**Step 2** – A member of the Living Well Service team will contact you to arrange a telephone discussion.

**Step 3** – Following the phone discussion, successful candidates will be invited to submit an application form and attend a recruitment workshop; <https://fairfieldtrust.org.uk/jobs/>.  
*An application form must be submitted prior to attending the workshop.*

**Please note that we will not accept CVs.** All applications must be made via an online application form available on our website <https://fairfieldtrust.org.uk/jobs/>

*We reserve the right to close the advert early once sufficient applications have been received.*

**Fairfield Trust is an Equal Opportunities employer  
A charity for the advancement of education for young people with learning disabilities**

This job description and person specification updated May 2023