

## Fairfield Trust Job Description & Person Specification

Job title: <b>Community-based Support Worker</b>	
Work base: <b>Community based</b>	Team: <b>Pathways</b>
Hours of work: <b>36.5 hours per week (Term Time Only)</b>	Salary: <b>£19,828.84 per annum</b>

### The Role

This is a great opportunity to become a Community-based Residential Support Worker and carry the culture and values of Fairfield Trust to the wider community in the South West. Whilst Fairfield Trust is based near Westbury in Wiltshire, this role will require regular travel as we support young people in and around their own homes and communities, both across Wiltshire and neighbouring counties. At times, you may be required to work in the Trust's Westbury-based residential houses.

The Pathways team operates 24 hours a day, 7 days a week, 365 days a year, supporting 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 role may include personal care, daily living activities and practical tasks and may offer just a few hours of support, or 24-hour support.

This role is for 36.5 hours per week (term time only) worked over a variable rota and this will include alternate weekend working.

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 Pathways team 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. Following appointment, an initial training period will take place in Westbury and you will become an expert in delivering person centred, goal focussed, care and support.

### Main duties of the role

- To live the values of Fairfield Trust, providing a safe, caring, supportive environment for people we support
- Provide person centred support to individuals, offering choice and control and enabling people to develop their skills for life, both practical and social
- Deliver and support aspects of personal care, with both dignity and respect at all times
- Support each individual in accordance with their support plans, contributing to reviews and updates of plans where necessary

- Monitor people's health and wellbeing. To include reporting and administering medication in line with procedures, policies and risk assessments
- Ensure that all individuals receive appropriate support to manage their personal finances
- Work as part of the staff team, attending meetings and working with colleagues, sharing information and ideas, enabling people to have fulfilling lives
- Keep the required written and computer records for each person's progress, behaviour and support
- If required, fulfil a key worker role, providing guidance and support to a named individual
- Work at all times within the framework provided by Fairfield Trust policies and procedures
- 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
- Participate in observations, 1:1's and annual appraisals to promote good practice and inform professional development
- Any other duties that may reasonably be requested

### Working relationships

The post holder will :

- Report to a Pathways Team Leader
- Form productive working relationships with Pathways Managers and Team Leaders, colleagues and employees across the Trust

### 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 and mileage reimburse policy.

We also offer:

- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Specsavers Eyecare Vouchers
- Training & Development opportunities

## Fairfield Trust

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

### Safeguarding

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

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#):

This role involves regulated activity, a DBS check will be required before appointment is confirmed.

## 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 a series of commercial ventures including; a pub and an animal park.

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 Pathways team offer 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.

## 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.

## 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.

## 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>Commitment to demonstrating the organisations values and behaviours in their work:</p> <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>	<p>Experience in supporting young adults with learning disabilities is great but not essential. We offer support &amp; training enabling you to become a confident, professional member of our team. We require a willingness to complete further training</p>

<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>	<p>Display a commitment to the protection and safeguarding of young people.</p> <p>Takes action and raises concerns</p> <p>Forms appropriate relationships and maintains professional boundaries at work</p> <p>Works within organisational policies, procedures and guidance at all times</p> <p>A commitment to maintain up-to-date knowledge of relevant legislation and guidance in relation to safeguarding of children and vulnerable adults.</p>
<b>Driving</b>	<p>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.</p>

Suitability of shortlisted candidates will be assessed at interview or workshop using a combination of values-based recruitment techniques, a formal interview and/or a supervised observation or practical session where applicable.

## How to apply:

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

The closing date to apply for this post is **Tuesday 29<sup>th</sup> April 2025 at 9.00am**

Interviews will be held on **Thursday 8<sup>th</sup> May 2025**

### **Please note that we will not accept CVs**

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

*We reserve the right to close the advert early if 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***