



Job Description

Building Bridges Support Worker

Job Title: Building Bridges Support Worker

Salary Scale: Community First scale point 440

Hours: 36.5 hours per week including some evening and weekend work. Part-time and job share options will be considered.
(Fixed Term Contract to the end of February 2023)

Location: Office located in Devizes and programme delivery throughout Wiltshire including Oxenwood Outdoor Education Centre

Supervisor: Building Bridges Senior Support Worker

Job Purpose

To support people in Swindon and Wiltshire referred onto the Building Bridges programme who are furthest from the labour market and help them progress into training, education, and employment.

Funding

This role is fully funded by The National Lottery Community Fund and European Social Fund as part of the Building Better Opportunities programme and will be solely employed on the programme delivery. The role is on a fixed term contract basis until the end of February 2023.

Main Duties

1. Organise and manage a range of key working provision through the Building Bridges programme to inspire and engage participants, including accredited learning and other development activities including delivery at Oxenwood Outdoor Education Centre if applicable.
2. Ensure that all activities comply with health & safety regulations and Community First procedures.
3. Work with the participants to undertake programme eligibility checks, identify their barriers and needs, and develop a personalised progression plan and ensure all programme eligibility checks and paperwork are fully completed.
4. Provide 1:1 support which addresses individual goals set with participants, including cross-referral to other support as necessary and lead group work as required.



5. Ensure participants documentation, monitoring processes and progress are recorded and maintained in line with Building Bridges governance requirements for both paperwork and entry onto the programme Management Information System.
6. Provide and arrange transport to activities and training sessions for participants where necessary.
7. Work with family, carers and other support workers to encourage their involvement in developing personalised action plans and engaging support, where appropriate and the participant has given permission.
8. Maintain detailed records as specified by the Building Bridges programme and submit reports and information to the Line Manager and Lead Team as required. including case studies and digital media such as photographs and videos.
9. Support a referral system with partners across the county, working with designated leads within partner organisations
10. Support the Building Bridges Programme through promotion and marketing to generate referrals to the programme and create awareness for its participant, partners, referral agencies and stakeholders across Swindon and Wiltshire as appropriate.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs, and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to matters relating to Health and Safety at Work and maintain compliance with the terms of the building Fire Certificate.
- Abide by the organisation's Safeguarding Children and Young People Policy and the Protection of Vulnerable Adults (POVA) Policy



Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post 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 post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks, references, probation period and completion of mandatory training requirements.