



JOB DESCRIPTION

POST:	Project Development Lead – Specialist Hoarding Service
LOCATION:	Aylesbury with a requirement for countywide travel
RESPONSIBLE TO:	Operations Manager (or nominee)
DBS CHECK:	This post is subject to Adult Workforce Regulations

JOB PURPOSE

To report to and work along side the Operations Manager to ensure that staff provide a safe, sound and supportive service within P3 policies and style of operation.

- Co-ordinate, develop and supervise the work of the support team.
- Ensure good practice in the support of people who use our services.
- Develop, promote and maintain good relationships with external agencies.
- To take overall responsibility for coordinating outcomes information

KEY RESPONSIBILITIES

DELIVERING SERVICE

- Be responsible for the development of a new specialist service to provide intensive and bespoke support to people who hoard
- Develop good local relationships with key partner agencies such as housing providers and where appropriate chair multi disciplinary meetings in order to co-ordinate good outcomes for the people we support
- Co-ordinate the work of Support Workers in their role as keyworkers to people, ensuring that all people have an allocated keyworker and up to date Risk Assessment and Support Plan.
- Ensure that all staff receives Support and Supervision sessions, at least every six weeks in accordance with P3 Policy's and Procedures.
- Review, develop and monitor the formal support co-ordination, support planning and risk assessment procedures.

- Ensure that comprehensive and up to date risk assessments are carried out and appropriate management plans are in place
- Ensure that comprehensive and up to date needs assessments are carried out and reflected in support contracts. (Within contracted time frames)
- Ensure that up-to-date records are kept of all on-going work, important incidents, and developments in the person's life, and that this information is passed on appropriately.
- Ensure that people are fully consulted and involved in the planning and revision of their support.
- Ensure that support plans are relevant to the current needs, preferences and situation of each person.
- Ensure that keyworkers promote a healthy and active lifestyle for all people
- Carry out, as appropriate to the post, day to day tasks in the absence of Support Workers, to ensure a continuity of service to the people we support.
- Ensure that all referrals are fairly dealt with and assessed as appropriate, and that communication is clear and comprehensive at each stage of the process. Ensure that visits are arranged as per policy and procedure.
- Liaise with external agencies including local statutory and voluntary services and ensure information is available to Support Workers and people relating to these services.
- Raise awareness of P3 services with relevant external agencies and in the community. Attending key meetings to represent P3 and provide updates where required.
- Be aware of developments within the external environment in relation to current thinking and good practice in relevant areas of practice. Find ways to share these with the team; e.g. training, seminars, written reports.
- Participate in the development of policies within the service and take an active role in those policies relevant to support work.
- Assist in the recruitment and induction of new staff and volunteers.
- Liaise with those promoting and providing meaningful occupation to ensure that Support Workers can promote the optimum level of activity for each person we support.
- To promote effective people involvement in P3 activities wherever possible and appropriate.
- Provide reports on a monthly basis to the Operations Manager or any other Senior Manager.
- Take responsibility for good health and safety practices within the office and your staff, ensuring that H&S checks are being carried out and records are being maintained in accordance with P3's policies and procedures.

- Ensure all H&S Risk Assessments are up to date and reflect the risks involved for the building and staff.
- Regularly monitor that staff are adhering to H&S policies and procedures and risk assessment management plans are being followed.
- Participate in and ensure a lone working 'guardian' rota is active and being completed effectively by all staff to minimise risk for lone workers.
- Participate in and ensure an on-call duty rota is active and being completed effectively to ensure continuity of service until 5.30pm Monday – Friday.
- Be available on-call to provide emergency advice to staff if required.
- Participate in ensuring the Mobile Resource Vehicle is utilised effectively by all staff to carry out support and promote P3.
- Take a lead role in evidencing Quality and Outcomes for the service as requested by Commissioners.

TEAMWORK

- Participate in and coordinate staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.
- Facilitate and lead staff discussions on individual progress within the team meeting structure to encourage all staff to think creatively and constructively about the work they are doing. In doing this, therefore also facilitating the development of support work skills through discussion and demonstration.

DEVELOPMENT

- Develop and maintain training opportunities for support staff and people we support and liaise with the Human Resources Department and others as appropriate to ensure that training needs of staff are being met.
- Conduct annual appraisals in accordance with P3's Policy and Procedures to inform the training plan.
- Undertake specialist training on best practice in supporting people who have hoarding behaviours and trauma informed approaches.
- Undertake all mandatory training relevant to the role.

DELIVERING EQUALITY

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

OTHER

- Undertake all duties in accordance with all P3 policies and relevant legislation and work towards their continuing development and implementation.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to the people we support are fulfilled.
- Undertake such other duties as may be required from time to time to maintain or enhance P3's services.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes. However, if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

P3
PERSON SPECIFICATION

Project Development Worker

	Essential	Desirable
Values Must be able to demonstrate the following values; <ul style="list-style-type: none"> • A commitment to people involvement and empowerment. • Promotion of equality of opportunity for people who have experienced oppression and disadvantage in their life opportunities. • Recognise and value all aspects of diversity • Management practice that demonstrates leadership and vision for continuous improvement and clarity of expectation • Management style that involves people in decisions • Understanding of and commitment to the importance of access to ongoing training, learning and development opportunities 	✓ ✓ ✓ ✓ ✓	
Experience Able to demonstrate experience of: <ul style="list-style-type: none"> • Managing a service including a staff team in a care or support setting • Personal experience of using support services • Partnership and networking skills • Risk assessment and management plans • Working with relevant legislation 	✓ ✓ ✓	✓ ✓
Knowledge and Understanding <ul style="list-style-type: none"> • Must have some understanding of the political and social context within which voluntary organisations provide social care services • Must have a sound understanding of the support needs of people who use our services • Must have an in depth understanding of the specific support and political issues affecting people from a wide range of communities. • Thorough understanding of Equality and Diversity • A working knowledge of relevant legislation 	✓ ✓ ✓ ✓ ✓	
Skills and Abilities <ul style="list-style-type: none"> • Able to work on own initiative and prioritise workload 	✓	

<ul style="list-style-type: none"> • Able to adapt to change and effectively manage change processes • Must demonstrate effective interpersonal and communication skills • Must have ability to maintain accurate records • Must be able to establish and maintain constructive relationships with a wide range of people including senior figures in external agencies. • Must be a confident user of e-mail • Ability to use Word Processing and produce quality presentation documents. • Ability to work flexible hours • Ability to take on an effective leadership role • Able to motivate a staff team • Able to understand and report accurately on outcomes from a range of service activities. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications <ul style="list-style-type: none"> • A qualification in health, social care or housing is desirable. • There must be substantial evidence of commitment to personal and career development relevant to the post. • NVQ/QCF Competencies at level 3 • NVQ/QCF Competencies at level 4 	✓ ✓ 	✓ ✓ ✓