|  |
| --- |
| **HUB Lead** |
| **Salary** | £27,000 - £28,500. NJC Scale 5 (2023) |
| **Hours** | Full time (37.5 hours) |
| **Based at** | Community Hubs, Gloucestershire. Headway House, Gloucester. |
| **Contract** | Fixed term (three years) |
| **Line Manager** | Enablement Manager |
| **Main objectives** |
| * To work closely with the Enablement Manager to lead Headway Gloucestershire’s community based Hubs.
* To deliver professional, impartial, enabling and outcome focused support to Individuals with acquired brain injury. To provide support for clients with complex needs to support their recovery, wellbeing, independence and autonomy.
* The Hub Lead will be responsible for the organisation, planning, development and delivery of this new service.
* Ensuring recovery activities are provided professionally and impartially and meet Headway Gloucestershire and UK quality standards to maximise and enable the wellbeing, autonomy and independence of individuals with acquired brain injury in Gloucestershire.
* Assist in the management, development and delivery of our centre based Day Service where required.
* To provide personal care to support the physical wellbeing of individuals where required - including mobility, toileting and feeding.
 |
| **Key responsibilities** |
| **Operational management*** Work under the direction of the Enablement Manager to develop, deliver and evaluate a programme of quality activities designed to support individuals with acquired brain injury as they work towards their individual recovery goals.
* Provide regular support and direction through Line Management to the Enablement Team, including staff and volunteers, to create a stable, safe and welcoming environment where professional boundaries are sensitively managed and a sense of community is championed.
* Demonstrate and role model appropriate responses to challenging behaviours which may present as an outcome of acquired brain injury.
* To have regard at all times to the safeguarding, risk assessment and health and safety requirements of the service and to employ a person centred approach.
* Scheduling of a programme of activities and managing room bookings.
 |
| **Client support*** Collaborate with staff members and volunteers to provide Key-working to individuals: - to use an enabling approach to support individuals to plan and work toward their recovery goals ensuring that planned activities are delivered and support provided is tailored to meet the needs of individuals to maximise our contribution to their recovery.
* Ensure that safeguarding training and understanding is maintained and ensure individuals are safeguarded
 |
| **External relationship building/Multi agency development work*** Networking with community providers to enrich our offer to enable us to meet the needs of individuals with acquired brain injury in Gloucestershire.
* Develop relationships with providers of community spaces in Gloucestershire.
* To raise awareness about Headway throughout Gloucestershire.
 |
| **General*** Line managing a Support Worker and providing cover at Headway House where required
* This job description cannot cover every issue or task that may arise within the post at various times. The successful candidate will be expected to carry out other duties from where required which are broadly consistent with those in this document. This job description does not form part of the contract of employment.
* To adhere to Headway Gloucestershire’s policies and practices.
 |
| **Diversity*** To adhere to Headway Gloucestershire’s equality and diversity framework.
 |

|  |
| --- |
| **PERSON SPECIFICATION** |
| **What is Headway Gloucestershire looking for?** | **How will we check if you have it?** |
| **Knowledge, skills and experience** | **Application Form** | **Interview** |
| Experience of leadership and supporting and managing team members. | **✓** | **✓** |
| Experience of responsibility for service operations. | **✓** | **✓** |
| Demonstrate an enabling approach and experience of Support Work with vulnerable individuals. | **✓** | **✓** |
| Knowledge about the causes and outcomes of acquired brain injury, the recovery and rehabilitation pathway and the issues that individuals can experience. | **✓** | **✓** |
| Knowledge and experience of working within a safeguarding framework. | **✓** | **✓** |
| Full, clean driving licence and use of a car | **✓** | **✓** |
| **Competencies** |
| **Leadership and Management:-** * Ensures roles are clear and individuals understand what is expected of them.
* Delegates work appropriately whilst taking abilities resources into account.
* Take appropriate action where individuals are not meeting behavioural or performance standards.
 | **✓** | **✓** |
| **Person Centred Approach:-*** Demonstrates a commitment to inclusivity, participation and involvement of individuals accessing the service.
* Actively ensures that adults and children are safeguarded.
* Manages confidential information appropriately and shows regard for sensitive and personal information.
* Considers health and safety needs, creating and following Risk Assessments, following policies and procedures accurately.
 | **✓** | **✓** |
| **Personal Development and Effectiveness:-*** Is punctual.
* Captures accurate records and produces additional information as required.
* Demonstrates a commitment to working towards shared goals and a collaborative approach with individuals who use the experience, staff members and volunteers.
* Monitors, manages and undertakes multiple tasks
 | **✓** | **✓** |
| **Specialist Knowledge and Application:-*** Demonstrates procedures, policies and requirements are applied appropriately.
* Demonstrates thorough job related knowledge and expertise and strives to develop new areas of expertise.
 | **✓** | **✓** |