

Job Title: Service Lead – Person Specification	
All areas below are desirable for applicants however candidates who are passionate about working with disabled people and have a willingness and ability to learn are encouraged to apply.	
KNOWLEDGE	
Understanding of disability issues, both learning and physical disability	
Awareness of Person Centred Planning approach to supporting people with disabilities	
Understanding of outcome setting, evaluation and monitoring techniques	
Understanding of cash handling and processing procedures	
Acquire and maintain a strong knowledge of relevant Trust policies and procedures in order to ensure compliance within the service	
To develop and maintain a good knowledge of the social care market	
SKILLS & ABILITIES	
Co-ordinate the creation and planning of a diverse programme of community and centre based learning/leisure activities for individuals and groups within a set budget	
Can provide direction, supervision and to a small team of delivery staff on a day to day basis	
A proactive and creative approach to problem solving to support the effective running of a service	
Able to remain calm and deal with challenging situations within a fast paced and busy environment	
Able to prioritise and manage a diverse workload	
Ability to take a positive and active support approach to working with disabled people, enabling them to achieve personal goals	
Can communicate effectively with a wide range of people including colleagues, managers, carers, external partners and customers, some of whom may have communication difficulties	
Proven ability develop effective and strong working relationships with a range of stakeholders	
Strong administration skills to ensure all records, assessments and paperwork is completed accurately and in line with agreed standards	
Able to monitor, review and evaluate customer progression	
Able to manage challenging behaviour and create/review action plans	
Ability to handle difficult situations and conversations whilst maintaining professional standards	
Can drive Papworth Trust vehicles, operate ramps, tail-lifts and assist customers on and off the vehicle or has a willingness to learn	
EXPERIENCE	
Working with people with mild to complex learning and physical disabilities	



Background in supporting disabled people to access community and centre based activities or similar
Preparation of person centred support plans
Supervising others to deliver activities to agreed standards
Facilitating meetings and groups discussions
Planning of staff rotas, annual leave and basic HR reporting procedures relating to absence
Using feedback to enhance service delivery
Implementation of new projects and processes
Delivery of personal care and support to disabled people or a willingness to learn

A full UK driving licence and own transport are essential for non-disabled candidates as applicants should be able to undertake independent travel, but alternative arrangements could be considered for candidates who are disabled. The post will be subject to a full enhanced DBS check.

Due to Section 8 of the Asylum and Immigration Act 1996 we are required to carry out basic checks on every potential employee (including British Citizens and European Economic Area Nationals), to ensure that you have the legal right to work in the UK. If selected for interview, you may be asked to bring documents that will confirm this.