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# Group Facilitator

**Reference: 90754**

**Space Centre, Preston**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

## Closing Date: 25 November 2026

Once you have submitted your application form allow *14 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS**.**

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**

**All employees are subject to enhanced DBS checks**

**JOB DESCRIPTION – GROUP FACILITATOR**

**The Space Centre is a Multi-Sensory centre that provides sensory environments to encourage the development of life skills and experiences not usually available to those with disabilities.**

**Accountable to:** The SPACE Centre Manager

**Contract:** Permanent

**The Role:**

To provide a welcoming, nurturing and person centred environment for people with learning, physical and emotional difficulties, including severe complex needs, autism and those with Mental Health issues.

To train the carers and facilitate the groups sessions in order to maximise the benefit to the clients, enabling them to enjoy a fulfilling and valued life, and to develop their abilities as fully as possible.

To deal with all aspects of sensory equipment, including cleaning and maintenance.

To maintain the high standards of the facilities within the centre, including keeping the social and personal care areas clean and tidy.

**Main Responsibilities/Duties**

1. Responsible for the building security
2. Preparing the space rooms:
    - Daily Health and Safety check
    - Turn on control system & test themes, lighting, sound and visual effects.
    - Routine equipment check and problem solving where necessary
    - Consider levels of heating for the nature of the group
    - Select appropriate equipment for aims of each session including appropriate projector wheels etc.
3. Greeting the group and ascertaining the carer's aim for the client's session through discussion and knowledge of the client's needs.
4. Facilitating the session, ensuring each group is person centred to their needs.
5. To be able to work with sensory equipment and understand its therapeutic applications.
6. Ensuring that external group leaders have the knowledge to plan, record and run future sessions.
7. Implementing any safety controls of group activities.
8. Tidying the sensory room after the group and re- checking any safety issues.
9. Cleaning, checking and maintaining all sensory equipment.
10. Assisting groups to use social/dining areas and ensuring these are clean and tidy between groups.
11. Administration duties.
12. Receiving and recording all financial transactions involving service users within agency guidelines.
13. Attending team meetings.
14. Emergency cleaning.
15. Reporting as necessary any safeguarding concerns to the manager.
16. Such other duties reasonably falling within the purview of the post.

## Duties

1. To develop and sustain warm and trusting relationships with carers and service users.

2. To promote the self-esteem, happiness and emotional health of service users.

3. To respect the person's right to privacy and to ensure that their dignity is maintained at all times.

4. To encourage and support carers to enable their service users to express their needs and make choices and decisions within The Space Centre. To enable people to contribute actively through verbal and non-verbal communication methods which are tailored to their individual needs.

5. To respect and promote the rights and entitlements of people with learning, physical and emotional difficulties, severe complex needs, autism and those with mental health issues.

6. To support the Space Centre in maintaining the safety, security, cleanliness and comfort of the project. To support the carers in understanding and adhering to the terms and conditions of the Space Centre agreement.

7. To offer an environment to enable service users to become as independent as possible and to grow in confidence and competence. Have a person centred approach and encourage the carers to use their knowledge of the clients in order to meet their needs.

8. To positively and respectfully communicate with families and other professionals at all times in order to gain maximum benefits for the clients.

9. To work in a safe and responsible manner to safeguard vulnerable service users from harm whilst ensuring they are able to make choices and enjoy new experiences.

10. To comply with creative support and the councils safeguarding policy and procedures and to report any concerns regarding vulnerable adults or children with immediate effect to the centre Manager and, if necessary, the council.

11. To take appropriate action in the event of unforeseen incidents and emergencies, ensuring that the Centre Manager is informed promptly.

12. To enable carers to enable service users to access developmental opportunities and have new experiences and challenges within the Space room whilst not being exposed to unacceptable risks.

13. To follow Health and Safety guidelines carefully and to alert the Space Centre Manager immediately of any concerns in relation to Health and Safety issues.

14. To carry out and record all financial transactions involving service users within agency guidelines.

15. To carry out general administrative duties as required.

## Additional Duties for Sensory Room Facilitator

16. To communicate and liaise with colleagues, families and staff from partner agencies to ensure the clients are offered as many opportunities as possible within the centre.

17. To ensure that all record keeping, general administration, housekeeping and services are carried out efficiently and to a high standard and to take responsibility for key tasks in these areas.

18. To respond positively and quickly to any complaints or feedback from carers, clients or other organisations.

19. To take responsibility for all aspects of health and safety.

## Other

1. To submit accurate timesheets monthly.

2. To provide regular verbal information during handovers and attend liaison meetings.

3. To accept support, supervision and guidance from senior colleagues.

4. To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.

5. To comply with and to implement the Equal Opportunities Policy.

6. To maintain confidentiality at all times, in accordance with the agreed policy.

7. To undertake specific, specialised training, identified to enhance the teams expertise of working with people with complex needs.

8. To identify training needs in discussion with Line Manager and to attend training events and courses as required.

9. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.

10. In accordance with the Health and Social Care Act 2008, to actively participate in the prevention and control of infection within the capacity of the role.

13. Any Other Duties as Required

## JOB DESCRIPTION – GROUP FACILITATOR

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| | QUALITIES REQUIRED | How Assessed | Essential/ Desirable |
|---|---|---|---|
| **1** | Ability to demonstrate a warm, person centred and affirmative approach to people with physical, learning or emotional difficulties, autism and mental health issues | Interview | Essential |
| **2** | Good verbal and written communication skills and ability to listen sensitively to others | Application | Essential |
| **3** | Ability to engage with service users, to develop and sustain warm and trusting relationships | Interview | Essential |
| **4** | Ability to demonstrate basic insight and understanding into the needs of people with learning disabilities and severe complex needs and autism | Interview | Essential |
| **5** | Good written communication skills, sufficient to contribute to a record keeping system | Application & Interview | Essential |
| **6** | Ability to work constructively and co-operatively as part of a consistent team approach | Interview | Essential |
| **7** | Ability to work safely and responsibly without direct supervision | Interview | Essential |
| **8** | Ability to demonstrate initiative, self-motivation and resourcefulness | Interview | Essential |
| **9** | Ability to maintain professional boundaries, to liaise in a professional manner with other agencies and to work in a positive way with carers and families. | Interview | Essential |
| **10** | Understanding of the person centred aims and principles of Creative Support and ability to put these into practice | Application & Interview | Essential |
| **11** | Ability to demonstrate respect for difference and diversity | Application & Interview | Essential |
| **12** | Ability to provide practical support to carers | Interview | Essential |
| **13** | A non-judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way with conflict, distress and challenging behaviour | Application & Interview | Essential |
| **14** | Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual | Interview | Essential |
| **15** | Ability to enable people to enjoy developmental opportunities without being exposed to unacceptable risks | Interview | Essential |
| **16** | Knowledge of helpful approaches, strategies and interventions in working with people with learning disabilities / autism | Application & Interview | Desirable |
| **17** | Have a knowledge of a range of helpful communication techniques (e.g. Makaton, PECS, TEACCH System, etc) | Application & Interview | Desirable |
| **18** | The ability to serve as a professional role model to colleagues | Interview | Essential |

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| **19** | At least 1 years' experience of working with people with learning and/or physical disabilities | Application | Desirable |
| **20** | Experience of working with people with autistic spectrum disorders | Application | Desirable |
| **21** | Life experience and confidence in relating to people from a wide variety of backgrounds | Application & Interview | Essential |
| **22** | Possession of NVQ (or working towards) or other relevant qualification | Application | Desirable |
| **23** | Good standard of general education | Application | Essential |
| **24** | Willingness to work flexible hours according to needs of the service; this includes evenings, weekends and Bank Holidays. | Interview | Essential |
| **25** | Willingness to attend training courses and events | Interview | Essential |
| **26** | Willing to accept feedback and guidance and to be accountable to colleagues and managers | Interview | Essential |

## TERMS AND CONDITIONS – GROUP FACILITATOR

**The Space Centre is a Multi-Sensory centre that provides sensory environments to encourage the development of life skills and experiences not usually available to those with disabilities.**

| **Salary:** | **£13.45 per hour** |
|---|---|
| **Please Note:** *Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications. New starters under 25 with a degree level qualification will commence on point one of the payscale.* | |

### Hours of Work:
Full time hours are 37.5 per week, a minimum of 16 hrs will be considered. To be worked flexibly on a rota which will include evenings, weekends and public holidays according to the needs of the service.

### Bank Holidays:
An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

### Bonus:
Employees will be awarded a one off bonus payment of **£100.00** (pro-rata for employees who are contracted to work less than 18 hours per week) once they have successfully completed their probationary period which is subject to the following:

- Attendance is satisfactory
- End Probationary Review is satisfactory
- Induction Checklist is complete
- Line Managers recommendation

### Disclosure Checks:
All appointments will be subject to DBS enhanced disclosure and ISA checks.

### Pension and Life Assurance:
Creative Support operates an auto-enrolment pension scheme with the People's Pension. All staff under Creative Support contract are entitled to free life assurance. This is a valuable benefit which provides a lump sum equal to two times annual salary. There are some exemptions to this cover so please ask for further details on commencing employment.

### Probationary Period:
The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed. You will be required to undertake and complete NVQ 3 during your probationary period as a condition of your employment.

### Holidays:
20 days plus 8 statutory days for the first year of service.

## Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 16 hours per week.

## Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do pay Statutory Sickness Pay for the first three days of **any** sickness absence.
- First six months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Six months to eighteen months service - Up to a maximum of four weeks at full pay.
- Eighteen months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Part time employees who work 18.5 hours or more per week will receive Company Sick Pay benefits as detailed above but pro rata actual hours worked each week. Part time employees who work less than 16 hours per week will be eligible for a maximum of two weeks pro rata hours worked Company Sick Pay benefits per annum after 12 months service.

Company Sick Pay benefits may be withdrawn or temporarily suspended where performance or attendance is unsatisfactory.

## Discretionary Benefits:

Creative Support offers all staff a range of discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carers leave

## Employee Counselling Service:

All staff, their partners and members of their household have access to an independent confidential, 24 hour telephone counselling service and to legal and financial advice. In addition, up to 6 sessions of face to face counselling can be obtained. This service is delivered by professionally qualified and supervised counsellors and is provided free of charge.

## Hospital Saturday Fund:

All employees have access to a special scheme which enables membership of the Hospital Saturday Fund on preferential rates. There is a choice of packages offering different levels of service. Membership is entirely voluntary.

## Staff Benefits Scheme:

As a member of staff for Creative Support you will be entitled to access a range of on-line benefits for various activities and high street stores. Benefits include discounted prices and two for one offers at Theme Parks, Shops, Restaurants and various on-line stores.