

## JOB DESCRIPTION

**JOB TITLE:** Growing Lives Tutor/Supervisor

**LOCATION:** Across Derventio Housing Trust's offices and project locations

**ACCOUNTABLE TO:** Head of Service for Derbyshire

All contracts are based on a 40 hour week (pro rata + or -)

**This role will require you to undertake an enhanced Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.**

You must be prepared to wear an ID Badge and Security Tag.

### JOB PURPOSE

You will be responsible for working on the Growing Lives project, which aims to support disadvantaged people to take control of their lives and become positive and active members of their communities.

Your key tasks are to:

- Lead and supervise teams of participants.
- Ensure all activities are conducted safely and efficiently.
- Promote healthy lifestyles and life skills.

Essential:

- Work as part of a team to achieve required outputs.
- Act in line with agreed procedures and processes.
- Motivated to achieve performance targets.
- High standard of confidentiality and professionalism.
- Discretion, trustworthiness, tact and diplomacy to deal with highly sensitive matters.
- Experience with Microsoft Office and able to learn case management software.
- Good oral and written communication skills.
- Efficient, accurate and good attention to detail.

### DUTIES AND RESPONSIBILITIES OF THE POST

**The principal duties and responsibilities of this role will include, but are not limited to, the following:**

1. Appropriately lead and supervise teams of participants and ensure individual and activity risk assessments are considered and health and safe work practices are always adhered to.
2. Provide a range of activities and workshop sessions according to an agreed-upon timetable, including horticulture, furniture upcycling, arts and crafts, creative writing, relaxation and well-being, cooking, and healthy eating, etc.
3. Ensure all workstations/areas are kept clean, tidy, and ready for the next session and that stock, tools, equipment, and company property are maintained, accounted for, and tidied away at the end of sessions. Ensure any breakages or items needing repair are reported/ repaired as appropriate.
4. Prepare all lesson/activity plans and paperwork, monitoring achievements and outcomes as per company processes.
5. Ensure all materials required for activities are sourced/ requested as appropriate.
6. Assist in promoting the service to Derventio staff, directly to participants, and partners, encouraging good attendance levels.
7. Promote healthy lifestyles, such as eating and sleeping habits, health issues, physical activity, and home and life skills, such as budgeting, cooking, home cleanliness, homemaking, light maintenance, and health and safety in the home.

8. Promote readiness for work eg presentation, hygiene, reliability, social skills, teamwork, communication.
9. Provide support using your expertise, experience, and compassion, and create a place where people feel safe, valued and listened to.
10. Encourage participation by promoting the service and timetable of activities, facilitating transport and equipment, and encouraging participant feedback, surveys, and consultation to help generate new ideas for activity content.
11. Develop personal assets by focusing on participants' existing skills and potential instead of their needs and deficits. Build skills and personal development, and work towards a positive future.
12. Encourage resilience in participants by supporting them in coping with life's ups and downs and adapting to stress and adversity. This is particularly important for participants facing social isolation or those with mental health conditions.
13. Ensure activities are designed to build soft skills such as teamwork, confidence, and self-esteem (motivation/sense of direction/goals and steps to achieve them) and to help participants learn something new. This learning and skill-building helps them move towards learning goals, such as independence and tenancy sustainment and helps them become work-ready.
14. Complete all relevant paperwork and monitoring in accordance with project objectives, company policies and procedures, and evaluation. Ensure that systems and ICT systems are appropriately updated with notes and records of support/ learning, participation, and progress and contribute to funding reports.
15. Maintain good communication internally/externally about the progress or otherwise of DHT participants /residents.
16. Participate in continuous improvement activities of the Company and gain feedback from participants/residents.
17. Assist in achieving income, funding, and efficiency savings for the project and the Company by participating in showcasing achievements to partners and funders and selling produce or goods via traditional and online selling as appropriate.
18. Always supervise participants and volunteer placements.
19. Keep the Head of Service/Manager apprised of all relevant and key matters relating to the project.
20. Adhere to the company's financial regulations, standing orders, policies and procedures, in particular, Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.
21. Attend meetings and carry out duties outside of usual office hours (i.e., evening and weekends) when necessary for the delivery of the service.

***Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.***

#### **DEVELOPMENT AND TRAINING**

To respond positively to new and alternative systems, and undertake training and development activities as identified.

#### **HEALTH & SAFETY**

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

#### **EQUALITY & DIVERSITY**

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

#### **CONFIDENTIALITY & DATA PROTECTION**

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR.

### **PROFESSIONAL BOUNDARIES**

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees, other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

### **SAFEGUARDING**

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **AGREEMENT OF JOB DESCRIPTION**

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_