**Relief Support Worker Performing Arts Centre (Bedford)**

**Application Pack**

Living It Up was started on the back of Stay Up Late’s campaign in 2009. We have been holding regular club and gig style nights since then (currently 6 per year).

In recent years we have expanded to offer other projects which include our Performing Arts Centre, Gig Buddies and Gr8 Mates.

The Performing Arts Centre started in September 2016. It has steadily grown since then. We are now open 4 days a week and support nearly 60 learners. We run expert-led sessions in DJing, music, radio, podcasting, drama, dance and art. We are based in St Cuthberts Hall in Bedford. We pride ourselves on being a user-led centre and regularly showcase our skills to the local community.

Attached is a job description for the Relief Support Worker post to cover holidays and sickness.

The current salary for this post is £10.75 per hour plus additional holiday pay. We review our salaries regularly and are proud to be a national living wage employer.

**JOB DESCRIPTION**

**Job title: Performing Arts Centre Support Worker (Relief)**

**Reports to: Performing Arts Centre Manager**

**Principle Duties and Responsibilities**:

**General Care duties:**

* To support learners to improve confidence and skills in relation to performing and creative arts.
* To report all physical and emotional changes in our learners, to senior staff.
* To assist learners with personal care where needed.
* To observe and avoid situations which threaten a learner's safety or the well-being without being unduly protective.

**House-keeping Duties:**

* To ensure the Performing Arts Centre is kept clean and hygienic and to suggest improvements where thought possible.
* To report immediately any unsafe or potentially dangerous situations and any defective or broken equipment to the Manager or senior staff member on duty.

**General Duties:**

* To be prepared to join in and support people in all sessions.

* To liaise with other people (e.g. parents, relatives, friends, professionals and outside agencies) who have an impact on the well being of learners.
* To attend staff training sessions as required and directed.
* To prepare for and attend supervisions and staff development reviews as required and directed.
* To be aware and adhere to all the company policies and procedures.
* To undertake specific responsibilities to aid the smooth running of the service.
* To carry out any other duties that occur from time to time as may be required by supervisory staff.
* To work as a team member, sharing skills and contributing to the smooth running and good reputation of the organisation.
* To undertake other tasks and duties when needed. Therefore the above list of main tasks in this job description should not be regarded as exclusive or exhaustive.

Person specification

Relief Support Worker

|  | Essential | Desirable |
| --- | --- | --- |
| **Skills and Abilities** |  |  |
| Ability to problem-solve independently and to remain calm in challenging situations | x |  |
| Ability to communicate effectively with a wide range of people at all levels using a variety of methods | x |  |
| **Knowledge/Experience** |  |  |
| Experience of working with people with learning disabilities in an empowering, person-centred way, always treating people as individuals |  | x |
| **Qualities** |  |  |
| A positive attitude to the rights, independence, inclusion and choice of people with learning disabilities and/or autism | x |  |
| Commitment to the values of diversity and equality and able to recognise and challenge disability discrimination in all forms | x |  |
| Someone who is a team member, and has the attitude of supporting colleagues to get work done | x |  |
| A confident and positive person - willing to participate, get stuck in and have fun! | x |  |
| **Special Conditions** |  |  |
| Availability during the week at short notice and occasional evenings and weekends  | x |  |
| Must be prepared to support with performances to the public | x |  |
| Interest or expertise in dance, drama, DJing, singing and other performing and creative arts |  | x |