

Job Description

Job Title	ABC Project Facilitator
Responsible to	RSE Projects Manager
Responsible for	N/A
Based	Home and /or office based

Summary

At Dhiverse we aim for inclusivity and equality in everything we do. Relationships and sex education (RSE) is lifelong learning, and we believe that everyone should have the opportunity to access it in a way that works for them. Our aim is for everyone to have the education, support, and information they need to feel equipped and empowered to make informed choices and decisions around relationships and sex, sexual behaviours, sexual health, sexuality, gender, emotions and keeping themselves and others safe.

We offer a range of RSE workshops and short-term age appropriate RSE projects, including our ABC Project for young people and adults who have a learning disability and/or autism (LD/A), and our SLIP Programme for children and young people (CYP) who display *problematic or *harmful sexual behaviours.

**Problematic sexual behaviour (PSB) is developmentally inappropriate or socially unexpected, sexualised behaviour which doesn't have an overt element of victimisation or abuse.*

**Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive.*

After training, the post holder will deliver our ABC programme sessions (the programme is made of six sessions) to young people and adults who have a learning disability and/or autism either on a 1-1 basis or in a group setting. Sessions are delivered face to face in schools, colleges, provisions for people who have a LD/A and other community venues, or online, usually over seven weeks. The post holder will maintain an approach which supports and informs people but does not tell them what to do.

We also run an Understanding ABC workshop for families and professionals to help them to better understand the relationship needs of people who have a LD/A and how to support them. The postholder will be involved in the delivery of these workshops and in helping to facilitate the project development groups.

The post holder will support to the RSE Projects Manager around all aspects of development, monitoring, and delivery of the project.

The post holder will be required to undertake training in the SLIP Programme so that they can deliver SLIP sessions at times of high demand if necessary.

Main duties:

1. **Delivering sessions** to people of varying ages who have a LD or A, and to families and professionals.
2. **SLIP Programme** – deliver SLIP sessions if needed
3. **Workshop content** – assist with regular reviews of the content of sessions
4. **Resources** – develop, make and prepare resources for sessions
5. **Organizing workshops** - liaise with organizations and schools prior to the day of the workshop to ensure all the arrangements are in place
6. **Promote** the project to relevant organizations, groups, agencies, educational establishments and individuals throughout the relevant geographical areas through information and talks.

7. **Relationship building** – to engage and build professional relationships with a range of relevant organisations, groups, educational establishments, professionals, and individuals.
8. **Complete monitoring, feedback and reporting** as required by the RSE Projects Manager. The Facilitator must keep adequate records for each session delivered and provide regular updates to their line manager

All DHIVERSE employees are required to:

1. To ensure that the CYP and Adult safeguarding policies and processes are adhered to at all times and to ensure that any identified issues are managed in line with these.
2. Ensure that their online calendar is always up to date.
3. Meet agreed deadlines.
4. Compile and submit reports and data as requested by line manager or CEO.
5. Take all possible steps to ensure their own safety and the safety and confidentiality of other staff, service users, volunteers, visitors, and other stakeholders.
6. Take responsibility for the security of buildings and their contents.
7. Attend meetings, conferences and undertake training and personal development as required.
8. To work occasional early mornings, evenings, and weekends.
9. Participate in 1-1 meetings with their manager.
10. Participate in Diverse events and campaigns.
11. Take responsibility for your own admin and be self-managing.
12. Ensure they communicate our Diverse aims and services accurately and consistently.
13. Work to the values and approach of Diverse at all times.
14. Maintain confidentiality and professional boundaries at all times.
15. Work as part of a team.

Diverse is a small team, and staff are committed to the organization as a whole. Staff agree and are willing to help and support colleagues when necessary and contribute ideas that will take the charity forward.

Please note: This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by their line manager.

Person Specification for ABC Project Facilitator

Essential:

The applicant will need to be able to demonstrate an understanding or evidence of the following:

- Experience of supporting people who have a LD/A
- A knowledge and understanding of the specific needs of people with a LD/A
- An understanding of the rights of people with a LD/A
- An understanding of the importance of relationships and sex education

- Experience of planning and delivering lessons or trainings
- Experience of delivering one to one and/or group support
- A knowledge and understanding of the importance of maintaining both professional boundaries and confidentiality
- A knowledge and understanding of the importance of safeguarding
- Ability to organize, manage and plan effectively, work under pressure and network
- Ability to work as part of a team and on your own initiative
- Able to use Microsoft Office and the Internet to a good standard
- Good written and verbal communication skills
- A full driving licence and access to own transport

Desirable

- A teaching qualification
- A certificate / qualification relating to Relationships and Sex Education
- A certificate / qualification relating to supporting people who have a learning disability
- A certificate / qualification relating to supporting CYP who have displayed PSB or HSB

Please note:

- ✓ The post holder will need to be able to travel both in and out of county
- ✓ The post holder will need an advanced DBS check
- ✓ Applicants who can show transferable skills for certain essential requirements of the Person Specification may be considered