

Job Description

Job Title:	Workshop Facilitator - ABC Project
Responsible to:	ABC Project Manager
Responsible for:	N/A
Hours:	15 hours per week over 2 or 3 days as agreed, with the requirement to work occasional evenings and weekends.
Based:	Home based in Huntingdon or Peterborough

Summary and purpose of role:

What is ABC? ABC stands for **'Awareness, Balance and Choice'**. The Project is funded by 'The Big Lottery' and is our most in demand service. The ABC project has two strands:

- 1, 'The ABC Programme'** is a 6 week modular programme for anyone with a learning difficulty (LD) or autism who needs support and information around relationships, sex, sexual health and keeping safe both online and in the community. The programme is often delivered in groups but can be modified to be delivered to individuals and couples.
- 2. 'Understanding ABC'** is a workshop for parents, carers and professionals. The workshop aims to help participants understand that many people with LD or autism want and need to form relationships, and have a right to do so. It also aims to give participants increased confidence when talking to the people they support about these topics and equip them with better strategies for managing related issues for the people they support.

Like most people in society, many adults and young people with a learning disability (LD) or autism want and need to form personal and sexual relationships; relationships are as important to them as they are to anyone. They have a right to form such relationships, make choices and have the information to help them do this. Many people think that people with a LD or autism remain child-like throughout their life and therefore any form of sexual expression is not appropriate. This is not the case; we should assume that adults with a LD or autism have the capacity to make decisions about personal and sexual relationships unless deemed otherwise under the Mental Capacity Act 2005. ABC will work with people with a LD or autism and their carers/parents to make this happen.

Relationships & Sex Education (RSE) is lifelong learning and an important part of all our lives. Understanding, emotions, different types of relationships, boundaries, sexual health, personal hygiene and how to keep safe are vital for people with a LD or autism.

This knowledge helps to develop useful life skills and a positive and healthy attitude towards sexuality and wellbeing. Relationships can bring pleasure and boost self-esteem and confidence, but they also involve risks such as pregnancy, STIs, HIV and being hurt, both physically and emotionally. It can be difficult to strike a balance between protecting people with a LD or autism from risks and allowing them to explore and develop wider personal and social relationships.

Young people and adults with a LD or autism are much less likely to have access to this kind of information because of attitudes towards disability and sexuality, lack of resources and lack of professionals qualified to provide the right kind of information and appropriate support.

The aim of the ABC Project and this role is to equip both young people and adults with a range of LDs and autism with the relevant skills and information to help them to make informed choices and decisions, and to form positive beliefs, values and attitudes. Through 'Understanding ABC', to equip parents, carers and professionals to help with the skills they need to help and communicate with the people they support around relationships, sex and keeping safe.

The post holder will maintain an approach which supports and informs people with a range of LDs and autism but does not tell them what to do. He/she will ensure that effective professional boundaries and confidentiality are maintained with service users and other stakeholders at all times.

The post holder will help raise awareness and understanding of the service by building good working relationships with a range of agencies and professionals and will work in partnership where relevant.

The post holder will be responsible for promoting and carrying out Chlamydia Screening; Pregnancy Testing and C Card sign up when necessary (training given).

Main duties

1. **Delivering workshops** to people of various ages who have a LD or autism
2. **Workshop content** – assist with regular reviews of the content of workshops
3. **Resources** – develop, make and prepare resources for workshops
4. **Organizing workshops** - liaising with organizations and schools prior to the day of the workshop to ensure all the appropriate arrangements are in place
5. **Promoting** the project to relevant organizations, groups, agencies, educational establishments and individuals throughout the relevant geographical areas.
6. **Relationship building** – to engage and build professional relationships with a range of relevant organisations, groups, educational establishments, professionals and individuals.
7. **Completing any appropriate monitoring, feedback and reporting** as required by funders of the project and for Dhiverse's own records. The Workshop Facilitator must keep adequate records for each workshop delivered and report regularly to the Project Manager.
8. **Safeguarding** - To ensure that the safeguarding policies and processes are adhered to at all times and that any identified issues are managed in line with these
9. To undertake other duties as deemed appropriate

Dhiverse is a small team and all staff are committed to the organization as a whole, willing to help where necessary and contribute ideas that will take the charity forward.

All DHIVERSE employees are required to:

- Promote and adhere to all organizational policies
- Take all possible steps to ensure the safety and confidentiality of Dhiverse service users, staff, volunteers and other stakeholders
- Take responsibility for the security of buildings and their contents.
- Attend meetings, conferences and undertake training as appropriate
- Participate in 1-1 meetings with their manager
- Participate in promotional events and campaigns e.g. World AIDS Day
- Take responsibility for all personal administration and be self-managing

- To ensure that all correspondence/information sent out is in the preferred format of the recipient; clear; accurate; consistent; well-presented and in line with the image of Dhiverse.
- Ensure that they communicate the aims of Dhiverse and their area of work and other Dhiverse services accurately and consistently
- Work to the values of Dhiverse at all times
- Maintain professional boundaries at all times

Person Specification for: Workshop Facilitator – ABC Project

Essential

- Experience of working with adults and or young people with a LD and/or autism
- Knowledge of the specific needs of people with a LD and/or autism
- An understanding of the rights of people with a LD and/or autism
- An understanding of sexual health, relationships, boundaries and keeping safe
- Experience of delivering training sessions, workshops or presentations
- Experience of delivering 1-2-1 support
- Good written and verbal communication skills including writing reports, letters, emails and speaking at events/meetings.
- Able to use Microsoft Word, Outlook, Power Point Excel to a good standard and to be able to use the internet for researching information
- Experience of developing and producing resources for working with people who have a LD or autism
- A knowledge and understanding of the importance of maintaining both professional boundaries and confidentiality
- Ability to organize, manage and plan effectively, work under pressure, network and influence a wide range of partners
- Experience of lesson/session planning
- Ability to work as part of a team
- Access to own personal transport
- A knowledge and understanding of the Children and Young People and Adult Safeguarding processes

Desirable

- A teaching qualification
- A certificate/qualification working with people who have a LD and/or autism
- Experience of promoting services
- Ability to organize events

Please note:

- ✓ The post holder will need to be able to work some evenings and weekends
- ✓ The post holder will need to be able to travel both in and out of county
- ✓ The post holder must have a driving licence and use of own transport
- ✓ The post holder will need an advanced DBS check