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# Social Enterprise Co-Worker (The Quarry Group)

# Job Description and Person Specification

## General Introduction

Tiphereth is a Camphill Community. In living, working and growing together the community provides residential care homes, supported living tenancies and day support services for adults with learning disabilities and autism. We operate a range of social enterprises which support our community. For more information on the community please visit our web site at [www.tiphereth.org.uk](http://www.tiphereth.org.uk)

We are a small semi-rural Camphill Community and have been based on the outskirts of Edinburgh at the foot of the Pentland Hills for over 30 years. Together we make up a community of about 150 people.

## Ethos of the Organisation

As a Camphill Community, Tiphereth offers adults with learning disabilities the opportunity of living and working together to realise their potential. Our life and work are based on Rudolf Steiner principles of Anthroposophy and Social Therapy. This work is influenced by the traditions inherited from the founder of the Camphill Movement, Karl König, and developed in a 160 Camphill’s worldwide. We also use Social Pedagogy, a relationship-based approach which focuses on wellbeing, learning and growth which is underpinned by the idea that each person has inherent potential and capacities and can make a meaningful contribution to their wider community if we find ways of including them. Through working with these principles Tiphereth aims to meet the physical, emotional, and spiritual needs of the individuals in our care and within our workforce. Tiphereth strives to create situations where each person has the opportunity to participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

Our holistic vision is to integrate the spiritual nature of Camphill with the requirements of delivering an outstanding care service and social enterprise. We believe we can remain true to our founding principles, whilst building a vibrant, creative, and inclusive community where people of all abilities are equally valued, encouraged to grow and make a positive contribution.

## Job Purpose

The Quarry group collects the green waste every Tuesday from the local area, this is then turned into compost and graded and bagged by our members and coworkers. We then deliver it ourselves all over the Edinburgh area. We also process firewood by members and co-workers using splitting axes which is then either packaged into bulk loads or bagged into small nets. This is then also delivered by ourselves. We are just starting out on a new venture where members and co-workers will use a sawmill to produce the raw material for our wood workshop and to sell direct to the public. Within this there is scope for creating our own products such as log/bin stores.

The Co-Worker’s role is to provide support and motivation to members to participate in activities, to develop skills and achieve their personal aims.

## Key Tasks

* To personally uphold Tiphereth’s mission and vision statement, and Camphill values which underpin the aims and objectives.
* To build relationships with people using a person-centred approach founded on dignity and respect for individuality, and that enables choice and control
* To provide small group support, and one-to-one support using a range of approaches that enable participation
* To work positively with any behaviours of concern that may challenge.
* Administer medication if required including emergency epilepsy medication subject to receiving the necessary training.
* To provide personal care when required.
* To support people to participate as fully as possible in tasks and activities that interest and engage them, developing skills and a sense of purpose and value
* To keywork some people taking a lead role in ensuring outcomes, support plans and risk assessments are reviewed at least every 6 months.
* To build good relationships with families, carers and other relevant professionals
* To plan, organise and lead on some group and individual activities
* Support members to work towards the aims of the workshop or group and be involved in the planning and production of quality goods and services
* Contribute to the development of the workshop through team discussions
* Assist in the setting up and maintenance of equipment and tools
* To work as a positive and constructive member of a team contributing to professional discussions and a positive team working environment
* To share in daily cleaning tasks and maintain safe and aesthetically pleasing working/living environments
* To support and participate in Camphill cultural and community activities
* To work safely and professionally according to organisational policies and procedures including Health and Safety
* Liaise with families, carers and other professionals as required.
* To take personal responsibility for professional development in line with SSSC requirements (when it is introduced) including; registering with the SSSC; achieving a minimum of SVQ2 in Health and Social Care; and doing post registration training and learning

### Training and Supervision

There is an initial period of induction for the new Co-Worker and the post is subject to a 6-month probationary period. Support and appropriate further training or refresher courses and professional development will be agreed with the Day Service Manager.

The Co-Worker will be provided with support and supervision sessions with the Team Leader, where feedback is gained, personal development is discussed, issues of concern or those needing clarification can be raised, and where practices can be reflected on.

# Person Specification

We are seeking a new staff member who shares our values and has the experience and skills to support adults with learning disabilities to participate in meaningful work within our day service.

You would have an interest and experience in physical work and importantly, confidence to use these skills to work positively with individuals with autism and other learning disabilities.

You will need to have an ability to facilitate individuals to participate in a meaningful way in activities and work tasks.

Previous experience of working with adults with learning disabilities is desirable, as is a good understanding of autism and the needs of people who use different forms of communication and a confidence in working with people with behaviour that challenges.

Essential

Values and Attitudes

* A commitment to using social pedagogy and social therapy principles and practical approaches in work
* A person-centred approach to supporting individuals
* Valuing meaningful work
* Compassionate and empathic

Experience

* Experience of, or openness to, supporting people with a learning disability or autism

Skills and Abilities

* Ability to support people to develop practical skills
* Able to form good working relationships with members based on dignity, respect and good communication
* Able to provide support to a small group of people
* Able to work on own initiative and carry responsibility
* Able to motivate others through enthusiasm and example
* Able to work closely with colleagues, working effectively as part of a team within agreed procedures and plans
* Able to be flexible and willing to participate in a range of activities and work with a variety of members
* Competent computer skills to update care documents
* Reasonable level of fitness to work indoors and outdoors
* Able to reflect on practice and learn from experience
* Able to provide personal care and administer medication

DAY SERVICE CO-WORKER TERMS AND CONDITIONS

Salary: £23,583 rising by annual increments to £25,405 over 6 years. Pro rata for part-time employees.

Hours: Full – Time 37.5 hours per week.

Monday and Thursday 0855 – 1700

Tuesday, Wednesday, Friday 0855 – 1600

Holiday: 36 days paid holiday per annum inclusive of statutory and public holidays. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave. Tiphereth day service is closed for 2 weeks at Christmas/New Year; 1 week at Easter; 2 weeks in July; and 1 week in October and all day service staff are required to take their holidays at the same time as these closures. This accounts for 31 days of annual leave and the other 5 days may be taken flexibly through the year. Pro rata for part-time employees.

Sick Pay: 2 weeks full pay and 2 weeks half pay increasing after 2 years to 4 weeks full and 4 weeks half.

Pension: Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

Private Medical Insurance: You will have the opportunity to join Tiphereth’s group Private Medical Insurance scheme after a successful probation period.

Probationary Period: All new staff are required to serve a probationary period of 6 months during which work performance will be reviewed. One week notice either side during probationary period.

Notice: 4 weeks after probationary period.

## Application Process

Applications should be made on the application form available from the website [www.tiphereth.org.uk/jobs](http://www.tiphereth.org.uk). CVs will not be accepted. Closing date for applications to be received no later than:  **9am 5th July 2024**. Shortlisting will be on the basis of how well candidates match the person specification, so please ensure you refer to the person specification as fully as possible. Incomplete applications will not be considered.

Interviews will be arranged on receipt of application.