

Team Leader (Camberwell Incredibles – Fridays) Recruitment Pack

Closing date for applications Monday 8th April 2024 (23:59)

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Welcome

I am delighted that you are considering joining our Cambridge House team. This recruitment pack includes information about our organisation and this role that I hope you will find useful.

With a dedicated and innovative team, tackling poverty, social inequity and social injustice has been our mission at Cambridge House since 1889. We work to tackle social exclusion and enable people to transition out of crisis and progress towards independence.

Our vision is of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives. Our activities are split into two areas - frontline services to support people to stabilise their lives and progress; and a research and knowledge exchange to support the development of the most effective social policy and practice.

Law Centre

Free, independent, and expert legal services in housing, employment, discrimination and welfare benefits law alongside crisis mitigation support.

Independent Advocacy

Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Specialist advice, support, and advocacy for vulnerable private rented sector tenants affected by criminal landlords.

Youth Empowerment

Investing in young people so they thrive as adults.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures.

Research and knowledge exchange

Activities that capture local knowledge, insights and lived experience of 'what works' to develop innovative solutions to poverty, social inequity, and social injustice.

We value diversity and warmly welcome applications from disabled people, the LGBTQ+ communities, people from Black, Asian, and ethnic minority backgrounds and candidates who shared lived experience with our service users.

If you would like to be part of this very special organisation and believe that you can contribute to our mission, we welcome an application from you. For more information about us, please visit our website www.ch1889.org.

Yours sincerely



Karin Woodley CBE
Chief Executive

Our Camberwell Incredibles Service

The Camberwell Incredibles is a unique community arts service for adults (19+) living with moderate to profound learning disabilities and complex needs. This is a fun, activity-led service. The group uses a wide range of artistic and creative approaches to develop independence, self-confidence, and communication skills.

We focus on alleviating loneliness and enhancing mental health through creative expression and community engagement. Our service users produce wonderfully bizarre and spectacular performances and events every year. They have also produced films and books that have been used as learning tools internationally.

Our Impact:

1. Increased participation in the community
2. Improved relationships and enhanced social connections
3. Improved communication skills
4. Increased confidence and self-expression.
5. Maximised independence and increased life skills
6. Increased feelings of pride and empowerment
7. Increased agency
8. Improved access to wellbeing activities
9. Improved personal health and hygiene

Everyone in the Camberwell Incredibles is seen as having something valuable to contribute. Our approach is person-centred, so any activities are chosen and led by the interests of the group members. Over the years we have put on art exhibitions, parades, a circus, a magic show, a disco, summer and winter fairs and posh tea parties. All of these celebrate and highlight the uniqueness of each of the group members.

Our holistic approach means we work closely with the parents and carers of our group members. We support families to resolve problems at home, we work with them to better understand behaviours and how to deal with them. We create visual tools and communication aides for carers to help create routines, support learning, and improve care and safety at home.

Where appropriate, we also facilitate and broker volunteer and work opportunities for our group members, helping them to broaden their networks and independence in new environments.

We believe that everyone deserves to have joy in their lives, and this is central to everything we do.

“The group is the heart of the community, and they have a presence and belonging.”
(Relative of Camberwell Incredibles group member)

“The creative ventures of the Camberwell Incredibles deserve a world-wide platform that will inspire others during a time when we all need hope and inspiration.”
(Carer of Camberwell Incredibles group member)

Why work for Cambridge House?

As a member of our team you join a diverse and inclusive team with a shared commitment to justice and equity. Our current team comprises people who:

- Share lived experiences with our service users
 - 100% of the leadership team

- 80% of our heads of services
- 75% of staff
- 33% of trustees
- Are from Black Asian and ethnically minoritised communities
 - 100% of the leadership team
 - 20% of our heads of services
 - 51% of staff
 - 33% of trustees
- Are women
 - 100% of the leadership team
 - 80% of our heads of services
 - 63% of staff
 - 50% of trustees
- Are disabled, neurodiverse and/or live with a mental or physical health condition
 - 100% of the leadership team
 - 80% of our heads of services
 - 39% of staff
 - 25% of trustees
- Are from LGBTQIA+ communities
 - 20% of our heads of services
 - 27% of staff

From the moment you join Cambridge House, you will be part of an incredible group of people providing pioneering and high-quality services. You'll play a vital role in our life-changing charity and you'll have the opportunity to form special connections and relationships, work in a supportive and flexible environment, and be a part of our highly skilled and motivated team.

Our staff remuneration offer includes:

- Personal learning and development plans
- A generous 30 days leave per annum plus bank holidays and long service increments
- Hybrid working
- Flexible working
- Pension scheme
- Interest free staff loans for:
 - Season tickets
 - Bicycle purchasing
 - Tenancy deposits
 - Nursery deposits
 - Tuition fees
- Tenancy health checks
- Childcare vouchers
- Eye tests
- An employee assistance programme
- Death in service benefits

Job Description

Job title: **Team Leader (Camberwell Incredibles - Fridays)**
 Reports to: Head of Service – Empowerment and Inclusion

| | |
|---------------------|--|
| Responsible for: | Camberwell Incredibles (Fridays) Team |
| Contract: | Permanent |
| Location: | Trinity College Centre, Newent Cl, London, SE15 6EF |
| Salary: | £16-17 per hour |
| Working hours: | 7.5 hours per week (Term-time only). Core hours Fridays 10am-4.30pm, with additional time required for admin and meetings. |
| Holiday: | 30 days per annum pro rata paid into salary on a quarterly basis |
| Special conditions: | <ul style="list-style-type: none"> - Enhanced DBS check - Occasional evening and weekend work |

Job Purpose

As a member of Cambridge House's Empowerment and Inclusion Team, led by the Head of Service, this role is:

- i) Is part of a dynamic, dedicated, and newly expanding team.
- ii) Uses the arts and creative activities and approaches to provide long-term, holistic, and person-centred support to adults with a range of learning disabilities and complex needs.
- iii) Involves working closely with a group of around 12 adults to build trusting relationships, develop an understanding of their needs and interests, and to creatively and patiently engage, inspire, and empower them to have meaningful, joyful experiences, relationships, and agency in their lives.
- iv) Is responsive and service-user-led, creating a space to learn and share best practices, driving systemic change.

Key Duties

1. Delivery

- a) Engage, empower, and support adults with learning disabilities and complex needs to have joyful and fulfilling experiences, and meaningful and enriching social connections.
- b) Plan, supervise, and facilitate the delivery of varied and creative weekly group activities that are led by the interests, and respond to the needs, of all group members.
- c) Incorporate creative arts-based learning with a range of wellbeing activities that facilitate the core aims of the service including, but not limited to: Active Participation in the Community; Art and Self-Expression; Independence and Life Skills; Specialist Communication Skills; Speaking Up and Empowerment; Informed Choice; Physical Health, Fitness, and Nutrition; Mental Health and Wellbeing.
- d) Work closely and collaboratively with the Project Lead, and staff across all the Camberwell Incredibles service days, to identify longer-term themes, goals, and project workplans for the groups as a collective.
- e) Supervise and support a small team of Art Educators, Support Workers, Bank Staff and Volunteers to ensure a caring, responsive, creative, and professional service.
- f) Work closely with parents/carers to develop a strong understanding of the behaviours, triggers, needs, and challenges that each group member faces, to ensure relevant, responsive, and holistic support and respite for group members and their families.
- g) Oversee the assistance of group members in all aspects of their physical and personal care when necessary, maintaining their dignity, privacy, and independence.
- h) Support the Head of Service and Project Lead with recruitment drives, outreach, and publicity.
- i) Oversee the allocation of staff and volunteer hours and complete staff timesheets accurately and on time.

2. Partnership Responsibilities

- a) Support programme logistics with regard to venue planning, attendance of group members/guests/funders/delivery partners, risk assessments, health and safety, safeguarding, and data protection.
- b) To build positive working partnerships with other arts/learning disability or any relevant organisations, statutory and specialist services, funders, and supporters.
- c) To support potential group members and their parents/carers through the referral process, facilitating initial visits and taster days and liaising with social workers and relevant contacts throughout the process.
- d) To publicise and promote the work of Cambridge House and the development and delivery of the Camberwell Incredibles programme.

3. Monitoring and Evaluation

- a) Liaise with, and gather feedback from, service users, parents/carers, volunteers, and partner organisations to ensure delivery continues to be responsive, relevant, and engaging.
- b) Complete all administrative tasks associated with the role and maintain accurate records, including group members' attendance, progress, wellbeing, and staff attendance at meetings and reviews, on the AdvicePro database.
- c) Record and refer any Safeguarding concerns appropriately and in accordance with Cambridge House Policies and Procedures.
- d) Support with monitoring and evaluation processes, including surveys, interviews, and case studies, to gather data and capture evidence of impact.
- e) Collaborate with the Head of Service and Project Lead on internal and external reporting, fundraising, quality assurance processes, and to understand and feed into the broader strategic aims of the service.
- f) Keep accurate records of petty cash and expenditure linked to project delivery.

General Responsibilities

1. To keep abreast of the overall work of Cambridge House.
2. To be self-servicing and competent in the use of IT software.
3. To participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
4. To participate in internal/external meetings as required, to attend conferences and other functions, and to contribute to general management decision making as necessary.
5. To comply with all of Cambridge House's corporate policies and procedures.
6. To carry out any other duties commensurate with the role.
7. To work occasional unsociable hours (evenings and weekends).
8. Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification

| Criteria | Essential | Desirable |
|------------------------------------|--|---|
| Qualifications and training | <ol style="list-style-type: none"> 1. Level 3 in Health and Social Care or similar – or at least two years' experience of working with service users who have learning disabilities, physical disabilities, or complex support needs. 2. Professional or academic training in an artistic discipline or equivalent work experience. | <ol style="list-style-type: none"> 1. Safeguarding 2. First Aid |
| Knowledge and experience | <ol style="list-style-type: none"> 1. Experience facilitating group activities and one-to-one support. 2. Experience supporting people with diverse and complex needs. 3. Experience of working in a diverse and inclusive environment. 4. Understanding of Child Protection and Safeguarding policies and practices 5. Experience of working pro-actively and with minimal | <ol style="list-style-type: none"> 1. Line managing staff and volunteers, including performance management and training/development. 2. Knowledge of appropriate services and opportunities available to disabled people in Southwark. 3. Working in a charity/not for profit organisation |

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| | instruction. 6. Record keeping and working with confidential data. 7. Proficiency in use of Microsoft Office including Excel and Word. | 4. Lived experience and/or working knowledge of the adult social care system. 5. Working in a small team |
| Skills, abilities, and competencies | 1. Excellent communication and interpersonal skills including the ability to listen actively and express yourself in a manner that can be easily understood. 2. Ability to develop rapport and trust quickly, demonstrating empathy and patience. 3. A creative and engaging approach to project design, planning, and delivery. 4. Strong organisational skills and attention to detail 5. Ability to work as part of a team and foster a supportive environment for service users, staff, and volunteers. 6. Ability to deal with challenging situations in a calm, patient, and friendly manner. 7. Ability to be reflective, and to continually review and improve. 8. Ability to collect quantitative and qualitative evidence for monitoring and reporting. 9. Good spoken and written English Ability to work flexible hours, including occasional evenings and weekends. | 1. Ability to prepare and present information in a public sphere to varying groups (e.g. service users, partner organisations, funders) 2. Additional languages |
| Personal Attributes | 1. Honesty, reliability, and excellent timekeeping. 2. Loyalty and a commitment to Cambridge House's work. 3. Positive, enthusiastic, and friendly attitude. 4. Problem solving and 'can-do' approach. 5. Listening skills. 6. Flexible, motivated, and adaptable to change. 7. Discretion. 8. Customer-focused. 9. Inclusive team-player. | |

How to Apply

1. Please provide:
 - a) An evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
 - b) Your **Curriculum Vitae** with your:
 - i) Full address, email, mobile, work and home telephone numbers.
 - ii) Education and professional qualifications.
 - iii) Full employment history and details of your latest salary and your notice period.
 - c) The names, positions, organisations, and contact details of **two referees**. These referees must include employers and/or academic supervisors covering the last five years. References will only be taken once your express permission has been granted.
2. A completed **Diversity Monitoring Form**
 The form will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.
3. A completed **Criminal Records Declaration Form**

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on Cambridge House's Criminal Record Declaration Form and submitted with your application.

4. As a Disability Confident employer, we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification. If you have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition) and want to apply under the Disability Confident Scheme please let us know in the email to which you attach your CV, supporting statement and Equal Opportunities Monitoring Form. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.

| Recruitment Timetable | |
|--|---|
| Closing Date for applications | Monday 8th April 2024 (23:59) |
| Interviews | Week commencing 15th April 2024 |
| The interview dates may change but we will advise you in advance. | |
| Successful applicants will be asked to take up their appointments as soon as possible. | |

Please email completed applications by midnight on Monday 1st April to: recruitment@ch1889.org

Applications MUST include all of the following 5 documents:

1. Supporting Statement
2. CV
3. Contact details of 2 professional and/or academic referees
4. Diversity Monitoring Form
5. Criminal Records Declaration Form

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.