

| Person Specification: Life Planner | | | |
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| | ESSENTIAL | DESIRABLE | EVIDENCE |
| Qualifications | <ul style="list-style-type: none"> Hold a current UK Driving Licence and have access to a car – this criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to organise alternative arrangements. | <ul style="list-style-type: none"> A recognised professional qualification eg: Social Worker, Occupational Therapist or other relevant qualification Trained in Motivational Interviewing | Application Form |
| Experience | <ul style="list-style-type: none"> Ability to use advanced theoretical/practical/procedural/organisational /policy knowledge across a specialist area. Knowledge and experience in the application of National Policies and development relating to Children’s and Adults Social Care and the impact on children and their families and vulnerable adults. Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories. | <ul style="list-style-type: none"> Significant/relevant experience in a community involvement role. An understanding of wider social and health inequalities that impact on people’s health and well-being. Practice based knowledge of how to assess, mitigate and manage risk associated within the environment and safeguarding when working with vulnerable adults and children. Experience of using evaluation tools to demonstrate qualitative impacts, for example the WHO-5 Well-being, Goal Attainment Scale, Duke or WEN WEBS. Experience of Motivational Interviewing | Application Form Interview |
| Specific Skills/ Knowledge | <ul style="list-style-type: none"> IT Literate Demonstrate the ability to engage effectively with vulnerable families and adults living within the community. | <ul style="list-style-type: none"> High Level of organisational ability Knowledge of the wider determinants of health, including social, economic and environmental factors. | Application Form Interview |

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| | <ul style="list-style-type: none"> • Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations. • Demonstrate the ability to assess the needs of vulnerable families and adults within an analytical and holistic framework; using appropriate evidence-based tools to achieve the desired outcome for this group of people. • Demonstrate the ability to apply and effectively use theoretical frameworks and research evidence. • Demonstrate the ability to apply statutory requirements and guidance, local procedures and standards as they apply to vulnerable families and adults. • Demonstrable knowledge of Social Care policies, legislation, professional practice issues and developments. • The ability to provide information, advice, support and guidance to people and carers to enable children and young people to improve outcomes. • Ability to plan projects and tasks in a structured way, monitoring progress against plans and embed these into working practice. • Ability to analyse and interpret varied and complex information, developing strategies and solutions for the medium and long term. | <ul style="list-style-type: none"> • Ability to produce and present reports of a high quality. | |

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| | <ul style="list-style-type: none"> Ability to understand a range of issues and use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. | | |
| Other | <ul style="list-style-type: none"> Ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues. Able to handle and process cash/documentation relating to small financial amounts. Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access to support. Able to build and develop productive team relationships; setting clear objectives and identifying better ways of working and managing change effectively. Ability to form professional and meaningful relationships with the people we are working with. | <ul style="list-style-type: none"> Knowledge of Southmead and the issues facing local residents | Application Form Interview |

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post: Life Planner

Job Purpose: To manage a case load (referred by Adult Social Care) of residents requiring assessment primarily to prevent and/or reduce social isolation, improve well-being and provide support to access meaningful activities, delaying the need for greater support from Social Care, while ensuring the needs and outcomes of the individual are met and clearly evidenced.

In addition to outcomes aimed at targeting loneliness and social isolation, you will identify ways that residents can be empowered to achieve daily activities through identification of practical support that is available through either **Connect Southmead** or through the local community.

Using narrative based assessments (life-planning), identify ways to empower those referred into the organisation to be independent and (re)engaged into local communities. Plan, implement and evaluate the provision ensuring the effective utilisation of resources and assist residents to identify resources that enable them to choose the best support options that fit their preferred lifestyle and budget.

Connect Southmead is a subsidiary of Southmead Development Trust.

Responsible to: Combining Personalisation and Community Empowerment Programme Manager

Salary: £30,000 – 34,000

Hours: Full Time

Location: The Life Planner will work in Southmead, initially likely to be based from the Greenway Centre.

Key Tasks and Responsibilities:

- Managing a case load of residents to prevent loneliness and isolation through working 1to1 with people.
- Facilitating person-centred 1to1 'life planning' sessions, signposting and connecting people to their community and to community supporters.
- Develop a strong relationship between **Connect Southmead** and Adult Social Care to manage referrals.
- Communicate and set-up systems with the Volunteer Coordinator to ensure a smooth transition for residents from life planning to support.

- Accurate report writing skills and the ability to report weekly activity to the Programme Manager.
- Working with residents to facilitate improved outcomes for them, through a personalisation approach.
- Evaluate and measure impact of working with residents through evidence-based tools.

Service Delivery

- To work to all quality standards outlined in the service delivery framework ensuring that the programme maintains a high quality level
- Obtain and maintain (or if others have already done this, support them to obtain and maintain) information on the range of local services, activities, clubs, groups, destinations, etc available (asset mapping) and report on any gaps in service that become apparent through the project.
- To coordinate the collation of case studies with the support of the Volunteer Coordinator.
- To support the continuous improvement to the quality of the service by participating in regular audit procedures
- Keep accurate records relating to the interactions that take place as part of the delivery of the service, contributing to the collection of monitoring information and preparation of progress reports.
- Follow agreed processes and protocols for storing and transferring information about patients and ensure that confidentiality is maintained as the requirement of the Data Protection Act 1998.
- Assist the Programme Manager with the communications and marketing of **Connect Southmead**.
- Assist the Programme Manager to identify ways in which the project can evolve and be embedded to a greater extent across Bristol.

General Duties

1. To comply with all Southmead Development Trust's policies and procedures
2. To maintain a professional attitude and conduct at all times
3. Have a flexible approach to working which might include occasional evenings and weekends
4. To promote health & wellbeing
5. To undertake any other additional tasks as reasonably deemed appropriate