

Carer Engagement Facilitator

Information Pack & Application Form





A warm welcome from SLSW

Dear SLSW Carer,

Thank you so much for taking the time to read about our new Carer Engagement Group, which we hope will be an effective forum for incorporating the voice of SLSW Carers into our future decision-making.

Members of the Carer Engagement Group will be expected to attend regular meetings where they will contribute to discussions on how we work, provide feedback on key changes and opportunities, and be a link between Shared Lives South West and SLSW Carers in their nearby area.

A full role profile is included in this pack, but if you would to know more please call Amanda Maggs or Becki Shepstone on the contact numbers in the pack to discuss the role further.

For the Carer engagement Group to be a success it is important that we recruit the right candidates. We are looking for current SLSW Carers offering long term, short break and/or flexible services who are committed to working positively with us on taking the organisation forward.

People must be keen to engage with and represent other carers in their area, and be comfortable with IT and virtual meetings as the group will work across all regions we operate in.

A role profile and person specification for the role is included.

If this is something that appeals to you please complete the application form and submit before Friday, August 26.

Successful applicants will be notified in the week beginning September 5, with the first meeting planned for Thursday, September 22.

We very much look forward to hearing from you,

Shared Lives South West

Registered Managers at SLSW



About Shared Lives South West

We are an award winning charity that delivers long term and short break care services throughout Devon, Cornwall and Somerset.

We provide care and support and are an alternative to supported living and residential care.

Established in 2004, we are a highly regarded care provider, rated Outstanding by the Care Quality Commission. We have a very strong reputation in the Shared Lives sector for quality, innovation and person centred approaches.

We specialise in supporting people with learning disabilities, autism, mental ill health, dementia and older people. People who use our services live or have a break in the home of one of our approved carers. It's similar to adult fostering and is a great alternative to supported living or residential care.

Our Funding and Benefits team check that people who use our services are receiving the correct benefits and offer a money management service.

We are passionate about training and investing in our team to ensure we deliver high quality services.

Shared Lives South West is an independent registered charity, regulated by the Charity Commission and Companies House.

At the heart of our organisation are the people who use our services and our amazing carers.



Our vision, purpose and our values

Our Vision To be the leading Shared Lives provider in the country.

Our Purpose To make a positive impact on the lives of the people we support.

Our Values Putting **CARE** into everything we do...



Community- Working together with a shared purpose and belonging to achieve common goals.



Autonomy- Empowering people to take ownership and accountability for decision-making.



Resilience- Building the strength and character to embrace change and challenge.



Equity- Giving people what they need to have equal access to opportunities in life.



How we work

Our registered office is based in Kingsteignton, Devon and we also have offices in Scorrier, Cornwall and Ilminster, Somerset.



The SLSW Team

Currently there are 46 staff working across SLSW led by CEO Dominic Spayne. SLSW is made up of the Leadership Team, Shared Lives Coordinators, Funding and Benefits, People and Culture Team, Finance Team and Admin.

Quotes from carers about why they enjoy their role

“ Shared Lives is a brilliant organisation ”

“ Overall feel good about my role and support from SLSW ”

“ I think Shared Lives are a good concept and are caring by nature and helpful ”

“ I feel very confident being a carer within SLSW knowing there is always support when needed ”



Snapshot of the role

Position: Carer Engagement Facilitator for the carers engagement group.

Location: Online video conferencing and face to face once a year.

Role type: Voluntary

Purpose Statement

The role of the Carers engagement group (CEG) and its members is to create cross county engagement with Shared Lives South West and all SLSW Carers.

To be committed to working with SLSW with positivity, committed to ensuring we are providing the best service we can for the individuals we support.

To be prepared to actively engage with all SLSW Carers, seeking their views and providing feedback to all the SLSW Carers in their areas.

To be able to commit to attending meetings, which will be approximately three a year.

Membership should ideally encompass:

- Carers from across all three counties
- A mixture of experienced and new Carers
- Carers offering long term, short break and/or flexible services to cover all categories of support that we provide
- Members must have a willingness to seek a wide range of views and engage with others
- Membership is for three years

Expenses

For Face to face meetings, group members can claim travel expenses in line with the Shared Lives South West volunteer's expense claim policy.

Refreshments will usually be provided but where this is not possible members may be also able to claim back sundry expenses incurred, which should be confirmed with the meeting Chair.

Person specification

If you are interested in applying but not sure you have all the skills, please do apply. We are open to people learning the role.

Values and attitude	<p>You should be:</p> <p>Committed to working with SLSW with positivity</p> <p>Committed to ensuring we are providing the best service we can for the individuals we support.</p> <p>Committed to actively engaging with all SLSW Carers, listening and seeking feedback.</p>
Skills	<p>Communication skills – You should have good interpersonal skills and the ability to talk openly and easily with a range of people.</p> <p>IT literate proficient with email and Zoom and or other online meeting platforms.</p> <p>You should be an active carer - offering long term, short break and/or flexible services.</p>
Personal characteristics	<p>Understand and implement the principles of confidentiality at all times, in line with the Shared Lives South West confidentiality policy.</p> <p>To comply with the Code of Conduct for SLSW carers</p> <p>A Commitment to non-judgemental and anti-discriminatory practice.</p> <p>Integrity.</p> <p>Willingness to learn new things.</p>
Knowledge	<p>An understanding of the role of a SLSW Carer</p> <p>Understand person centred approaches.</p>



Code of conduct

- Every member of the CEG is expected to prepare for the meetings in advance. To have read the agenda, engaged with carers ahead of the meeting and to provide feedback following.
- Confidentiality must be respected by every Member of the CEG. This is particularly important if the group is asked to discuss the details of any specific issues, concerns or specific complaints relating to or made by a Carer, a person supported or relating to a potential placement. The organisation needs to learn from things that don't go well and it is important to give everyone a voice.



How to apply

If you would like an informal chat about the role or if you have any queries about the recruitment process, please contact Team Leaders Amanda Maggs or Becki Shepstone.

Amanda Maggs – 01460 477980

Becki Shepstone – 01209 891888

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background and welcome applications from people who hold these identities.

Please complete the application form (CV's alone are not accepted) and return it via post or email. All candidates will be notified if selected for interview or not.

Further information

For further information on SLSW, visit our [website](#).

To read the latest SLSW Annual Report, [click here](#).

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our [privacy policy](#).

Carer Engagement Facilitator Application Form

Thank you for your application. Please complete in clearly written or typed black ink. Continue on separate sheet where necessary. CV's are welcome, however please complete the application form fully.

PERSONAL DETAILS

First Name:		Last Name:	
Address:		Day time telephone number:	
		Evening telephone number:	
		Mobile:	
		Email:	

RELEVANT EXPERIENCE

Carer Experience; (Long Term/ Short breaks/ flexible/Other)	
Why you are interested in becoming a Carer engagement facilitator and what contribution you feel you could make:	
IT Skills Are you confident and proficient in the use of emails and "Zoom"?	
Please give any further information about your availability to attend meetings:	

Are you able to attend meetings during the daytime? Yes ☐ No ☐

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by Shared Lives South West under the Data Protection Act.

Signed:..... Date:.....

By typing your name you are electronically certifying this document just as if you would physically sign it if it was on paper.

Please return your completed form to: enquiries@sharedlivessw.org.uk or post to:

Devon Office Shared Lives South West Suite 3, Zealley House Greenhill Way Kingsteignton Newton Abbot TQ12 3SB	Cornwall Office Shared Lives South West Trewellard Farm Wheal Rose Scorrier Redruth Cornwall TR16 5DH	Somerset Office Shared Lives South West The Wagon House Eaglewood Park Dillington Ilminster Somerset TA19 9DQ
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For further details about how we will use your personal information, please read our privacy policy: <https://www.sharedlivessw.org.uk/wp-content/uploads/2019/08/Shared-Lives-South-West-Privacy->