



**JOB DESCRIPTION**  
**L'ARCHE IPSWICH COMMUNITY**

<b><u>JOB TITLE:</u></b>	<b>Deputy House Animator (live-in/live-out role)</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>House Animator</b>
<b><u>SALARY:</u></b>	<b>According to L'Arche Ipswich guidelines</b>
<b><u>WORKING HOURS:</u></b>	<b>40 hours (live-out) or 44 hours (live-in) per week over a 52-week reference period. Working hours are set in accordance with current Community practice and agreed with the Assistants Coordinator.</b>

**THE L'ARCHE CONTEXT**

L'Arche is a community of belonging and compassionate relationships which enables the development of people with learning disabilities through a shared life-style. This context provides the means through which people can mature and develop adult personalities and it is intrinsic to the way L'Arche works. Although L'Arche assistants work to professional standards, the L'Arche model goes beyond the professional relationship to a relationship in which people with learning disabilities bring something to those who support them.

Thus working hours and shared life can overlap in such a therapeutic model and the mutual friendships and responsibilities which develop are key factors in the personal development of all involved. L'Arche endeavours to manage community belonging and "working" hours in this context for the benefit of all and it is assumed that all assistants are open to this mutually transforming lifestyle choice.

**A Note on Leadership in L'Arche**

L'Arche is structured as a community, with a vision that puts relationship and friendship as the basis for its model and with processes of discernment and consultation in decision-making. At the same time, the community is responsible for the care and support of vulnerable people to a professional standard, without the barriers and limitations associated with professional relationships.

Thus leadership roles are rooted in a philosophy of servanthood and getting alongside people. As a community we foster relationships at every level and it is the role of animators to drive this. Deputy animators are required to specifically support the quality of care within each team of assistants and volunteers and will be supported in this task by the Care Coordinator of the community. The aim of the role is to enable the animator to have time and space to give energy to the creative life of the group for which they are responsible.

**It is likely that the deputies will be longer term than some animators so the role requires an attitude of service and support towards the animator and the vision of L'Arche as a community with shared processes and structures. This model is needed to create a context for people with disabilities in which they can develop and flourish to their full potential as adult citizens and who can themselves enjoy responsibility for supporting others.**

### **Job Summary**

1. **Care and support**

To support the House Animator in managing and developing a house where core members and assistants live together. This involves sharing life with core members and assistants, organising and providing their support in accordance with their care/support plan, building genuine mutual relationships with them and the team of assistants. This also involves some of the care administration for the relevant house.

2. **Involvement in L'Arche Ipswich**

To foster full participation and involvement in the life of L'Arche Ipswich, attend meetings within the overall community structure and to foster and represent the life of the whole community and those who belong to it.

3. **Animating the life of the house**

To ensure animation of the house along with the House Animator and the Community Leader by creating and maintaining L'Arche key elements including participating in spiritual and community life in accordance with the Charter and the Identity and Mission statements of L'Arche.

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**Appointment:** The Deputy House Animator is appointed by the Community Leader in consultation with the Assistants Coordinator and the Care Coordinator.

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## **MAIN DUTIES AND RESPONSIBILITIES**

### **Creating a home, community and a welcoming atmosphere**

- Developing and nurturing a spirit of welcome, friendship and mutuality in the community house in cooperation with other members of the household.
- Representing and promoting the values and ethos of L'Arche within the community and beyond it.
- Working with the House Animator to ensure the key elements of L'Arche are put into practice.
- Bringing to bear appropriate emotional support and insight into the lives of core members, whilst respecting boundaries.
- Supporting the Garden Coordinator and any volunteers with the Garden Project and encourage/promote involvement of assistants and core members.

### **Care and support of people with learning disabilities**

- Ensuring that the care and support of people with learning disabilities is of the highest standard, drawing on L'Arche leadership and professional support when necessary.

- Providing care and support to people with learning disabilities as agreed with the care coordinator and fostering their personal development as appropriate.
- Implementing, reviewing and updating care and support plans with support of the House Animator and Care Coordinator.
- Liaising and co-working with the House Animator as required.
- Attend regular meetings and supervisions with the animator, preparing and facilitating core member reviews and other meetings about their care and support.
- Ensuring the safety and welfare of core members treating them with dignity and respect.
- Promoting the gifts of core members and enabling inclusion and integration into the L'Arche Ipswich community and the surrounding local area and its resources.
- Following L'Arche Ipswich procedures regarding CQC, reporting incidents, accidents, safeguarding matters along with all other assistants.

### **Support of assistants**

- Carrying out designated duties from the House Animator as and when required and provide support to one another.
- Developing a spirit of cooperation in the assistant team. Encouraging, motivating and listening to their needs. Enabling and co-leading regular meetings such as team meetings and house meetings.
- Working with the House Animator to ensure effective management of the team and smooth running of the house.
- Supervision and appraisal of assistants, shared with the House Animator.
- Plan and manage the working rota for the team. To ensure holidays are taken according to the holiday policy and recorded with the Assistants Coordinator.
- To report sickness and absence of assistants. To liaise with the Assistants Coordinator and animators when cover is needed.

### **Administration**

- Ensuring the regular upkeep and update of core members' files, communication books, diaries, incident and accident reports, safeguarding reports, house reports and other documents as required.
- Ensuring the safety and confidentiality of records, passing on relevant information on a need-to-know basis.

### **Legislation/standards/policies**

- Awareness of current care quality standards and related documents. Ensuring compliance, good and innovative practice at all times. Understanding of L'Arche policies and ensuring they are adhered to.

### **Financial (If not covered by the Finance Administrator)**

- Co-Managing the household budget. Ensuring appropriate and ethical use of allocated financial resources. Working together and liaising with the Care Coordinator and House Animator about the budget and all financial matters.

### **Liaison/communication**

- Ensuring clear and competent and professional conduct with professionals, families, neighbours, volunteers and other people who are in contact with the house and L'Arche.

- Being in regular contact with the Care Coordinator, Assistants Coordinator and the Community leader, attending requested meetings, reporting of accidents, incidents, safeguarding issues, medication errors and other important information.

### **Housekeeping/Health and Safety**

- Assisting with the maintenance, upkeep, cleaning of the house, shopping, cooking and laundry. Notifying the L'Arche office of any maintenance issues and following up any actions as required.
- Ensuring the house has adequate supplies of food and household items.
- Following and implementing Health and Safety policies, guidelines and good practice. Ensuring the safety, good hygiene, accessibility of the environment in the house.
- Reporting any health and safety issues to the Care Coordinator and following up any agreed actions.

### **Training, personal development/supervision**

- To attend and complete training and formation as required. To be proactive in seeking support and training when needed.
- To attend regular supervisions and yearly appraisals with the House Animator.
- To attend quarterly meetings with the Assistants Coordinator.
- To be open to being accompanied or mentored within L'Arche guidelines.

### **General**

- To deputise for the House Animator in their absence.
- To perform any reasonable duties that are commensurate with the post and may be requested time to time by L'Arche Ipswich.

Prepared by Emily Nunn 29.11.17

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