



Application Pack for the Post of

Activity Leader (Cooking & Nutrition)

November 2024

Creating and modelling supportive community for people with learning disabilities, their families, and carers.



Introduction

Thank you for your interest in the post of Activity Leader (Cooking & Nutrition). This is a wonderful opportunity to be part of the supportive Life Project (Bath) team and enable us to enrich our sessions and enhance our impact as we strive for an inclusive world in which people with learning disabilities know they belong.

This pack outlines the role and provides a little information about The Life Project. It includes:

- An introduction to The Life Project (Bath)
- The Job Description
- The Person specification
- Essential Employment Information
- An Outline of the Application Procedure
- An Overview of Our Ethos and Values

If you have any questions or would like an informal chat about the role, please do get in touch.

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An Introduction to The Life Project (Bath)

17.7% of the English population are disabled with 15% of working aged disabled adults reporting a learning disability (a percentage of the population that has altered little over the past decade). A learning disability is characterized by diminished intellectual functioning and difficulties in performing everyday activities, such as household tasks, social interactions, and financial management, which persist throughout an individual's life. Individuals with a learning disability typically require more time to acquire new knowledge and may need support in developing skills, comprehending complex information, and engaging effectively with others.

The Life Project (Bath) seeks to support and provide community for adults with learning disabilities in and around Bath. Our current Day Service provisions are concentrated on those who are typically labelled as having moderate, severe or profound learning disabilities (some people use the terms multiple and complex learning disabilities). This group of people contribute to the 6% of disabled people living in Bath and North East Somerset (BANES) whose day to day activities are limited a lot, as defined by the Equality Act (2010).

Those who are more severely disabled, who report being limited a lot in their day-to-day activities, are more than twice as likely to report feeling lonely "often or always" as those who report they were limited a little (25.5% and 10.5% respectively). When it comes to learning disabilities the percentage of those living with chronic loneliness increases to 50%. The central objectives of The Life Project (Bath) are to offer purposeful occupation that address the holistic needs and well-being of individuals and the community, foster an environment that encourages social development and nurtures healthy relationships, and provide opportunities for individuals to express their uniqueness while offering opportunities for those interested in developing their faith.

Research highlights that spirituality is significant for those with learning disabilities, who often lead rich spiritual lives and wish for this aspect to be recognized as a crucial element of the care and support they receive. Furthermore, those with profound and complex needs have emphasised the importance of spirituality in their lives and their desire for it to be acknowledged. Individuals with learning disabilities need access to suitable teaching and learning materials that allow them to engage fully and effectively in their religious traditions. It is essential to consult with them regarding the content of these materials. The Life Project's Springs Fellowship has been meeting this need for adults with (mild, moderate, severe and profound) learning disabilities who express or are interested in Christian spirituality for more than 20 years. We aspire to support local faith communities in becoming more accessible and inclusive for those with learning disabilities, encouraging them to reflect on their faith and community practices in ways that accommodate diverse needs.

Whilst 19.2% of disabled people are more likely to live with their parents than their non-disabled counterparts this figure rises to 65.9% for people with severe or specific learning difficulties. At the Life Project we are aware of these challenges and aspire to offer appropriate and meaningful support to the families of adults with learning disabilities. This is also behind the long-term objective of the Life Project, to facilitate the provision of suitable housing for adults with learning disabilities.

The Job Description

Introduction

Our Day Services are designed to provide meaningful and purposeful activities, empowering our Service Users—whom we affectionately call "Makers"—to make decisions, choose activities, and shape their daily experiences. Our sessions include a diverse range of activities such as drama, dance, singing, music, woodwork, arts and crafts, gardening, and cooking, among others. Most importantly, our Day Services foster friendship, encouraging participants to share life, uplift, and support one another. The majority of our sessions are held at the Old Acorn Barn in the picturesque village of Englishcombe, just outside of Bath, with an additional allotment located a short drive away.

Organisational Culture

We seek to be a collaborative team, each member bringing unique skills, experiences, and ideas, united by our shared ethos and values. We strive to be a team that trusts and values one another, recognising that we are more than just the sum of our roles. We encourage connections among team members by scheduling regular time together, both in-person and virtually. We aim to foster a healthy work-life balance filled with joy and encouragement, and for those who share our Christian ethos, we welcome a commitment to prayer.

At The Life Project (Bath), we encourage candidates from all backgrounds, as we value diverse perspectives. We're committed to creating a friendly, safe, and fulfilling work environment that inspires our team to give their best. By attracting and developing talented individuals, we foster a culture where happy and engaged team members perform at their best, making it easier for us to support our Service Users. Together, we build an inclusive, rewarding workplace for all.

Activity Leader (*Cooking and Nutrition*)

The primary role of the Activity Leader (*Cooking & Nutrition*) is to plan, prepare, and lead activities centred around food, engaging our Makers throughout the whole process. A key aspect of our holistic approach to supporting adults with learning disabilities is fostering a sense of community, with mealtimes playing a central role. You will assist our Makers in preparing nutritious lunches, utilising produce grown in our allotment whenever possible, for everyone involved in the day's Session.

In addition to meal preparation, there will be opportunities to apply your skills to help Makers create items that can be gifted or sold, such as jams and chutneys, as well as treats like scones and cakes for the Life Project community. Working as part of a small team of staff and volunteers, you will also engage in wider daily sessions, supporting team members and participating alongside Makers.

The successful candidate will have experience and knowledge working with adults with learning disabilities or similar vulnerabilities. Ideally, you will have experience cooking for 12+ people, leading cooking sessions, and empowering others with kitchen skills.

This is initially a temporary position from January to March 2025. This is because we are implementing a renewed organisational structure from April 2025 that will result in slightly increased weekly hours and rate of pay for all our Activity Leaders at this time. For the right candidate this role will become a permanent position in line with our new structure from April 2025.

Commitment to Safeguarding:

The Life Project (Bath) is committed to the safeguarding and protection of all children, young people and vulnerable adults. It is a requirement for all staff to have a current relevant DBS check.

Reporting Lines:

Reports to the Session Leader for daily session and activities.
Line management lies with the Day Services Coordinator.

Organisation Structure:

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Main Tasks:

1) Plan, Prepare and Deliver Cooking and Nutrition Activities

Work with Makers to plan and prepare meals for those attending the Day Services (using produce from the Life Project allotment when available) and promote healthy eating. Engage with Makers, using appropriate personalised approaches and communication to enable, equip and empower them in cooking and kitchen tasks. Provide the necessary tools and setup to foster an environment that enables achievement. Support Makers to produce consumable items suitable for giving as gifts, sale, or event catering. Enable Makers to foster life and social skills through participation with food preparation, service, and cleaning. Work within the budget, ensuring sufficient ingredients, equipment, and resources are available as required.

2) Service User Engagement

Develop supportive, bounded relationships with Makers, and when appropriate their parents or primary carers, and personal assistants (PA). Use personalised communication for each Maker and be willing to learn and adapt as necessary.

3) Monitor, Evaluate and Review

Maintain accurate records of the activities for which you are responsible and input this data into additional session, Maker and other Life Project records and risk assessments. Monitor and review Maker engagement and participation in activities, reflecting on practice, and adapt activities to enhance the Makers experience and safety as necessary. Evaluate activities and sessions with Makers and the Day Services team, contributing to a culture of learning and continuous improvement. Report progress and achievements of Makers.

4) Kitchen Maintenance & Safety & Food Hygiene

Oversee the kitchen and other food preparation spaces to ensure safe hygiene standards and regulations are achieved and maintained. Work within and communicate food hygiene and health and safety guidelines amongst Makers and the Day Services team. Promote the safe, appropriate use and care of equipment, teaching respect and responsible use and storage of utensils, appliances, and ingredients. Cater for individual dietary requirements and allergies. Report any deficiencies in the food preparation environment.

4) Session Support and Engagement

Sessions consist of multiple activities – therefore, you will actively support Maker engagement with all activities during a session, this includes working with the Day Services team whether or not you are leading the specific activity (for example all staff help at the allotment). Be willing to participate in activities alongside Makers to support their participation. Contribute to daily reflections and news sharing. Eat lunch together with Makers and the Day Services team. Assist with transporting Makers and other team members between activities (for example, driving Makers from the allotment to the Barn).

5) Work with the Day Services Team

Participate with the Day Services Team planning, preparing, evaluating, and reporting regarding termly themes, sessions, activities, and health and safety. Contribute and support ideas for termly themes and cross-pollination between activities. Proactively assist in the day to day running and up-keep of the Old Acorn Barn (such as cleaning workspaces between activities). Support and assist the Session Leader and Day Services Coordinator in new activities and furthering the work of the Life Project's Day Service provision.

6) Foster a Safeguarding Culture

The Life Project (Bath) is committed to the safeguarding and protection of all children and vulnerable adults. Safeguarding is everybody's responsibility – this is not just a policy, we expect all members of our Life Project team (governance, leadership, staff, and volunteers) to prioritise the welfare of children and vulnerable adults, ensuring their protection while fostering an environment where they can thrive. This approach is rooted in best practices, emphasising strengths and assets through dialogue alongside effective risk and protective management.

7) Be Part of the Life Project (Bath) Team

We take great pride in our strong sense of teamwork. Throughout the year, there will be opportunities for you to engage in team activities and events. As a member of the wider Life Project staff, you will have occasional meetings with the full team, regular meetings within the Day Services team, and face-to-face interactions with your line manager. As a faith-based organisation, prayer is an integral part of our team life. While team members of different faiths or none are expected to respect our beliefs, participation in prayer is optional, but all are always welcome to observe.

You may also be required to carry out such reasonable additional or other duties as necessary to meet the needs of The Life Project (Bath) from time to time.

Personal Specification

Education/ Qualifications	Essential/ Desirable
1. Qualifications relevant to the post or relevant experience.	Essential
2. Full UK Driving License (and Car).	Essential
Experience	
3. Experience of working with adults with learning disabilities or similar vulnerabilities.	Essential
4. Experience planning, preparing, and evaluating healthy and nutritious meals for 12+ people.	Essential
5. Experience supporting others to cook for 12+ people.	Essential
6. Experience supporting & directing volunteers.	Desirable
7. Experience in effective team working.	Essential
Skills/ Abilities	
8. Strong organisational skills.	Essential
9. Ability to use initiative and take responsibility for tasks.	Essential
10. Ability to build rapport and interact courteously and effectively with a wide range of people, especially those with learning disabilities and colleagues.	Essential
11. Ability to tailor tasks to individual needs to promote full participation.	Essential
12. Understanding of safeguarding vulnerable adults.	Desirable
13. Competent in Microsoft Office and the use of IT.	Essential
Personal Qualities	
14. A clear commitment to the mission, objectives, ethos, and values of The Life Project (Bath).	Essential
15. Ability to maintain high standards of ethics, integrity, and professionalism, including handling sensitive information with confidentiality.	Essential
16. Capacity for self-reflection and a commitment to accountability, learning and personal growth.	Essential
17. Adaptable, with a solution focussed and optimistic outlook.	Essential
18. Resilient, emotionally intelligent, and aware of personal boundaries.	Essential

Essential Employment Information

Job Title:	Activity Leader (<i>Cooking & Nutrition</i>)
Purpose:	See Job Description
Location:	Old Acorn Barn, Englishcombe BA2 9DU
Contract Length:	Initially to end of March 2025
Start Date:	January 2025
Hours of Work:	6 hours per week role (5-hours Wednesday 9:30am to 14:30pm at the Old Acorn Barn, plus 1-hour additional preparation time).
Holiday Entitlement:	Paid leave during half term (17 to 21 February 2025)
Starting Salary:	£11.92ph
Pension:	A workplace pension will be provided
Overtime:	You may from time to time be required to work additional hours in order to meet the needs of the charity. Additional hours will either be paid or taken as time off in lieu, as agreed in advance by your line manager.
Period of Notice:	<p>During the first month of your employment neither you nor the Life Project (Bath) are required to give notice to terminate employment. After the first month of working, the notice periods required are as follows:</p> <ul style="list-style-type: none"> • 2 to 3 months service: 1 week • 4 to 12 months service: 4 weeks • 12+ months service: 12 weeks

Please Note:

We recognise that we are asking a lot within the Job Description. In identifying the most suitable person for the role, character is most important to us. If the job excites you but you are unsure if you are suitably equipped or qualified, we encourage you to get in touch.

An Outline of the Application Procedure

To apply, please complete the [Application Form](#) available from the [Job Opportunities](#) section of our website and submit to info@lifeprojectbath.org.uk (CV's will not be accepted). Use the Skills, Experience and Knowledge section of the application form to illustrate how you meet the requirements of the role as specified in the job description and person specification. Please include two references, one of which should be from your current/most recent employer. Please also provide details of your current notice period if applicable and most recent salary.

The closing date for receipt of applications is **9am on Monday 9th December 2024**. Short listing will take place soon after the closing date.

Interviews will take place in person at the Old Acorn Barn, Englishcombe during the week commencing 16th December 2024 (Date TBC).

When a decision has been made, we will inform all candidates of the outcome.

The Life Project (Bath) will treat your application as private and confidential.

Unsuccessful candidates will be notified by email and their applications will be securely destroyed after one year.

We welcome applications from all suitably qualified persons and all appointments will be made on merit. We are seeking to ensure a diverse workforce and welcome applicants from ethnic minority and other underrepresented groups.

Unfortunately, our premises at the Old Acorn Barn are not accessible to those with significant mobility needs or wheelchair users and we are unable to make reasonable adjustments to accommodate these needs.

An Overview of Our Ethos and Values

Our Vision

An inclusive world in which people with learning disabilities know they belong.

Our Mission

To create and model supportive community for people with learning disabilities, their families, and carers.

Our Objectives

- To provide purposeful activities which value the holistic needs and well-being of each individual and the community.
- To create an environment that promotes social development and nurtures healthy relationships.
- To offer platforms for people to express their uniqueness to the world around them and opportunities for those who want, to develop their faith.

Our Ethos

The values of The Life Project (Bath) are at the heart of who we are and what we do – they are guided by a Christian ethos. These values have strong roots in the Christian teaching and practice, whilst also being accessible and meaningful for all – regardless of background. We believe that every person is unique – fearfully and wonderfully made (Psalm 139:4) – and is a valuable gift to the world and our community.

The work of the Life Project, its staff, volunteers and service users, are supported by prayer.

Our Values

The Life Project (Bath) has four key values – Creative, Inclusive, Enabling, Community – which are detailed below:

- **Creative:**
We refer to those who come along to our sessions at the Old Acorn Barn as 'Makers' to emphasise their role to come and be meaningfully, purposefully, and creatively engaged. *For Christians this name also has the added significance that we remember the first revelation of God in the Bible was as a Creator, a Maker.*
- **Inclusive:**
We recognise the intrinsic value of each individual and welcome into our Life Project community adults with learning disabilities as well as family, friends and carers from all backgrounds, all faiths and none. *Christians believe that all of humankind are made in the image of God.*
- **Enabling:**

For us inclusion means enabling all people to have choices, to participate, and to undertake tasks whether these are considered ordinary or extraordinary.

Christians understand that God does not dictate our actions but offers us the choice to participate in the kingdom of God.

- **Community:**

We believe we share the responsibility to support one another through community. We understand our true selves and reach our full potential when we share life with others – respecting and celebrating differences through healthy relationships. *Christians believe in one God in three divine persons (Father, Son and Spirit), a living example of community. Although we are each unique individuals, humans are created for living together in community – one body with many parts.*

The Life Project (Bath) has chosen the Apostles Creed as our statement of faith:

*I believe in God, the Father almighty,
creator of heaven and earth.*

*I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried;
he descended to the dead.
On the third day he rose again;
he ascended into heaven,
he is seated at the right hand of the Father,
and he will come to judge the living and the dead.*

*I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.*

We are proud of our culture which stems from the Christian ethos which permeates The Life Project (Bath). Many who work within the charity have a Christian faith (some roles require this) but this position is open to anyone. We're looking for skilled, committed people who care about our Service Users – people with learning disabilities their families and carers – and will respect our values and ethos.