

Skills for People

Job Title:	Project worker (Independent Voices)
Hours:	17.5 per week
Holidays:	25 days pro rata
Salary:	£19,621 – £26,276
Responsible to:	Development worker

The post holder will work from home, and be expected to travel widely, mostly in Teesside but sometimes across the North East; and very occasionally nationally.

Purpose of Job:

To support members of Independent Voices to deliver a range of projects in order to:

- Raise awareness among local people with learning disabilities about issues that affect them.
- Facilitate communication between local people with learning disabilities and local health services, and Redcar and Cleveland Council.
- Raise awareness among health and social care professionals, other professionals and members of the public about issues affecting the lives of people with learning disabilities.
- Provide feedback for local health and social care professionals about the issues affecting those supported by their services.

As required, to support individual people with learning disabilities and their families with information, guidance, facilitation of support plans in order that they can have control over their lives, live fulfilled lives and be included in the communities of their choice.

Main duties

1. Recruitment of members to Independent Voices.

2. Support to members of Independent Voices to carry out their work

- Support with planning, co-ordination, research, working safely, access, transport etc.
- Support to members to carry out leadership roles.

3. Promotion and communication of the work of Independent Voices.

- To support Independent Voices to create materials to promote its work, and communication information to local people with learning disabilities.

4. Delivering training

- Supporting members of Independent Voices in developing and delivering training and events for a range of participants.

5. Facilitating service user engagement and consultation.

- Supporting Independent Voices to design and carry out consultation seeking the views of disabled people and or family carers.
- Planning and co-ordinating meetings and events to engage with other bodies locally and regionally; and to raise awareness about the issues affecting people with learning disabilities.
- Informing people with learning disabilities about issues affecting them, including changes to health and social care services.
- Supporting local people with learning disabilities to give their views about local health and social care services.
- Providing feedback for local health and social care professionals about the issues affecting those supported by their services.

6. Support for individuals

- As required, to support individual people with learning disabilities and their families with information, guidance, facilitation of support plans in order that they can have control over their lives, live fulfilled lives and be included in the communities of their choice

7. Liaising and networking

- To maintain contacts with relevant agencies and individuals to make sure that the rights of disabled people and their families are promoted.
- To attend relevant meetings and events to achieve the aims of Skills for People and raise awareness of the work of the organisation.

8. Administration

- To maintain appropriate records of all work with service users and other work.
- To submit verbal and written reports as requested by line managers.
- To organise and chair meetings.
- To monitor and evaluate the work of the organisation as directed by line managers

9. Other duties

- To carry out evaluation, and research when required.
- To adhere to all policies of Skills for People.
- To attend Skills for People Programme Committee, staff team meetings and other meetings as directed by the line manager.
- To participate in supervision and appraisal systems.
- To support Skills for People volunteers and staff in their work as requested by line managers
- To undertake other duties as appropriate to this post as directed by line managers
- To work across a range of locations, across the North East and occasionally across a wider area
- To work outside office hours at evenings and weekends as required.