



Job Description

Job Title: Live Well Project Facilitator

Accountable to: Deputy Chief Executive

Main Purpose of the job

1. To lead a small team of Live Well Social Media Champions (Live Well Champions): people with a learning disability and/or autistic people to deliver the project.
2. To create a positive social media presence across the North East and Cumbria, which will help people with a learning disability and/or autistic people to live well and help people with a learning disability, autistic people and their families to connect with each other.
3. To manage all elements of project management, delivery, evaluation and reporting

Main duties

- 1. To lead a small team of Live Well Social Media Champions (Live Well Champions): people with a learning disability and/or autistic people.**
 - a) To provide support and line management for team members
 - b) To ensure team members have the support they need to do the job
 - c) To support the team members to carry out their roles and play an active role in all aspects of Skills for People.
- 2. To create a positive social media presence across the North East and Cumbria,**
 - a) To help and support the Champions to create content around the 'Live Well' programme and upload it to social media.
 - b) To be responsible, with the Champions for building an online network of people with a learning disability and / or autistic people across the North East and Cumbria to influence, empower and encourage them to adopt the information in the Live Well programme to promote them to improve their health and wellbeing.
 - c) To enable the Champions to engage with people with lived experience across the region to find out what content they would like to help them live well and for the team to generate their own ideas.
 - d) To use a wide range of social media and other tools to provide accessible information to help people with a learning disability and/or autistic people to live well and help people with a learning disability, autistic people and their families to connect with each other.

3 Project management

- a) The team will be supported by the Live Well steering group who will provide information and guidance on a range of topics in the NHS England long term plan to improve the lives of people with a learning disability. The Facilitator will ensure active engagement of the Live Well team with the Steering Group and provide regular updates and reports.
- b) To ensure effective project management, including planning, timely delivery, monitoring, evaluation and reporting, while ensuring the involvement of team members in these processes.
- c) To implement and develop effective reporting and monitoring systems maintain appropriate records of work undertaken.

4. Protection of the rights of disabled people

- a) To recognise and promote the human rights of disabled people in all aspects of the project

5. Liaising and Networking

- a) To maintain contacts with relevant agencies and individuals.
- b) To attend relevant meetings and events to achieve the aims of Skills for People and raise awareness of the work of the organisation.

6. Communications

- a) To prepare presentations and communication material to promote the Live Well project, at events and meetings.
- b) To enable Live Well team members and other people with a learning disability and autistic people, to contribute to the promotion of the project.

7. Administration

- a) To prepare accessible and useful materials to support the work of Skills for People.
- b) To be actively involved in promotion of the work of the organisation and income generation for the organisation.
- c) To carry out evaluation, and research on behalf of the organisation.
- d) To submit verbal and written reports as requested.

8. General Tasks

- a) To attend training courses as required.
- b) To line manage team members, as agreed by Chief Executive / Board.
- c) To support team members, including in relation to operations and premises management.
- d) To contribute to the development and implementation of environmental responsibility and carbon reduction policies.
- e) To contribute to the effective management of Skills for People.
- f) To undertake any other duties and tasks to ensure the effective management of Skills for People and delivery of its services.

Person Specification

Please refer to this person specification your supporting letter. Pay particular attention to qualities that are assessed at the application stage.

Note that all jobs at Skills for People are subject to DBS clearance.

Experience, knowledge, skills and personal qualities	Essential (E) Desirable (D)	How assessed CV/letter/interview/ presentation/references/ certificates
Experience		Interview and personal statement
Working across a range of social media platforms	E	
Generating content for social media	E	
Working to tight timescales	E	
Preparing reports and monitoring information	E	
Project Management	E	
Building effective relationships	E	
Working/spending time with disabled people	D	
Skills		
The ability to communicate and network effectively with a wide range of people	E	
The ability to use a wide range of smart devices, online platforms etc, to communicate with a wide range of people	E	
The ability to plan, prioritise and work on your own initiative.	E	
The ability to present information in a variety of ways as appropriate to the situation / audience.	E	
The ability to be supportive and empowering when working with a team	E	
A good listener	E	
Knowledge and qualifications		
Knowledge of the inequalities faced by people with a learning disability and /or autistic people	E	
Knowledge about healthy living	E	
An understanding of social media, platform trends and the evolving social media landscape	E	
Understanding of how to generate and increase social media following	E	
An understanding about how people with a learning disability and autistic people will engage with the Live Well group.	E	

An understanding about how to support a team of people with learning disability and autistic people and the reasonable adjustments which are likely to be necessary	E	
Personal qualities, attitude and values		
Good at creative thinking, able to share ideas about the project	E	Interview and personal statement
Enthusiastic about the project	E	
Friendly and able to make excellent relationships with everyone.	E	
Well organised and proactive.	E	
Work well with a wide range of different people.	E	
Demonstrates Skills for People's values.	E	
Work outside ordinary office hours, in evenings and at weekends if required.	E	