** JOB DESCRIPTION**

**Job Title: Learning Disability Voices Network Project Worker**

**Line Manager: Advocacy Groups Team leader**

**Date: April 2019**

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| **Main purpose of Job** |
| Brighton and Hove Speak Out is an independent advocacy charity supporting adults with learning disabilities.The Project Worker will support the work of the Learning Disability Voices Network (LDVN) which facilitates people with learning disabilities to have a voice via a number of different self-advocacy and campaigning initiatives across Brighton and Hove.You will support the work of the LDVN Outreach Worker (a learning disabled member of staff) to provide outreach to the learning disabled public across Brighton and Hove in order to increase membership and participation in the LDVN. Additionally, you will facilitate a weekly drop in for people with learning disabilities that aims to reduce isolation and supports people with learning disabilities (pwld) to meet others, gain peer support, access information, signposting and short term issue advocacy (issue advocacy provided through Speak Out’s 1:1 advocacy service.)  |
| **Starting Salary**: £21,057 pro rata**Hours:** 14 hours per week**Contract:** Permanent contract **Location of work**: The organisation is based at Brighthelm,  North Road, Brighton, BN1 1YD**Leave Entitlement**: 30 days plus bank holidays annually (pro rata)**Employer**: Brighton and Hove Speak Out is a registered Company limited by guarantee 03807112 and a registered charity number 1076995. |
| **Position in Organisation** |
| * Advocacy Groups worker reports to the Advocacy Groups Team Leader
* Contract delivery is overseen by the Director
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| **Main duties and key responsibilities** | **% of time spent** |
|  **Service Delivery*** To support the work of the Outreach Worker for one day a week to undertake outreach activities targeting pwld in Brighton and Hove so that they can access the LDVN. Activities Include:
* Make links and build partnerships with key local organisation and professionals to promote the project and increase referrals
* Develop and deliver talks and presentations for staff teams and groups of pwld
* Coordinate the LDVN membership and develop communications with members and the wider community. Examples include:
* Newsletters, social media and press, updating the LDVN area of Speak Outs website
* Work with the LDVN outreach worker and other pwld in the project in an empowering way that supports pwld to develop skills, make decisions to take ownership of the project
* Work closely with other Speak Out services and refer people to these when appropriate.
* Run a welcoming weekly drop in session alongside volunteers that provides information and signposting as needed and opportunities to socialise and access peer support.
* Build networks with key local services, other advocacy organisation both locally and nationally as needed to support the work of The LDVN
* Contribute, as required, to supporting the Team Leader in organising bi-annual regional self-advocacy network events
* Contribute as required to supporting the Team Leader to coordinate a large self-advocacy conference in year 2
* Support the Team Leader as required in recruiting, inducting, supporting and supervising volunteers at LDVN.
* Participate in regular supervision with your line manager to discuss issues raised in your work.
* Meet funder targets and report to funders (The Big lottery) and Speak Out’s Governance Board as required.
* Ensure monitoring and evaluation systems are used, including keeping accurate and professional notes. Contribute to annual evaluation and planning of your work.
 | 80% |
| **Networking*** Network and develop positive relationships/ partnerships with local LD services whilst maintaining independence of the advocacy role. Share models of good practice and promote an understanding of advocacy with other organisations and staff in the course of your daily work.
* Build a comprehensive knowledge of other local advocacy and support services. Signpost people to these as appropriate.
* Positively promote Speak Out in all networking situations.
 | 10% |
| **Personal and Organisational Development*** Work in accordance with Speak Out’s aims and objectives
* Actively participate and contribute to ongoing learning and development through line management supervision, annual appraisal and undertake agreed training
* As part of a team contribute to developing strategies to feedback the experience of people with learning disabilities to service providers and commissioners in order to influence positive change in service provision
* Attend monthly team meetings
* Be familiar with all Speak Out’s policies, procedures and guidelines and ensure these are implemented, including complying with all relevant Health and Safety and Data Protection legislation and good practice
* Work flexibly to best meet the needs of the service which may include undertaking occasional evening and weekend work
 | 10% |
| No job description can be entirely comprehensive. The post holder will be expected to undertake other tasks that may be required from time to time. The job description will be reviewed as necessary. |  |

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| **Person Specification** |
| **Education and training** |
| Essential  | No specific qualifications required |
| **Knowledge and experience** |
| Essential  | Good understanding of the values and principles underpinning self-advocacy work and ability to put these into practice |
|  | Experience of working directly with people who are undervalued in society in an empowering way  |
|  | Experience of group work and maintaining appropriate boundaries |
| Desirable | Experience of working alongside people with learning disabilities in an equal, respectful and empowering way ensuring development of skills and leadership. |
|  | Knowledge and understanding of the issues facing people with learning disabilities  |
|  | Good working knowledge of services used by pwld  |
| **Abilities and Skills** |
| Essential  | Excellent interpersonal, written and oral skills |
|  | Ability to work independently within a framework of supervision and use initiative in order to deliver and develop Speak Outs LDVN. |
|  | Ability to build positive, effective relationships with pwld while maintaining appropriate boundaries  |
|  | Ability to work with people in an equal way that enables them to develop skills and confidence to take on leadership role |
|  | Ability to communicate effectively with a broad range of people with learning disabilities. Use and develop communication tools as needed and work at a pace appropriate to service user’s needs |
|  | Ability to establish and maintain effective working relationships with a range of professionals while retaining independence |
|  | Ability to record accurate notes and implement and maintain monitoring and evaluation systems |
|  | Ability to identify and assess potential risks involved in work activities and manage these according to Speak Out’s policies and procedures |
|  | Confident and able to effectively manage time, planning, organising and managing a diverse work load, prioritising tasks and meeting deadlines |
|  | Ability to work flexibly as part of a team and carry out agreed actions  |
|  | Ability to write clear work reports for funders and Speak Outs Board |
|  | Ability to research information as needed by the job |
|  | Ability to build links and networks with other related local and national organisations |
|  | Possess reasonable computer and keyboard skills including ability to use CRM database |
| Desirable | Ability to support pwld to create accessible communications content including social media, website, and presentations |
| **Awareness** |
| Essential | Awareness of need for confidentiality in all work practice |
|  | Awareness of implementation of equal opportunities practice |
|  | Awareness of the values underpinning Speak Out’s work |