



## **KNOWSLEY DISABILITY CONCERN**

### **Job Description**

**Job Title:** Programme Coordinator

**Annual Salary:** £21,879 pro-rata (actual salary - £13,127)

**Hours:** Part time - 21 hours per week

**Responsible to:** Learning Disabilities Service Manager

**Location:** Knowsley Disability Concern, Huyton, L36 0SD and a variety of community settings across the Borough of Knowsley

#### **Purpose of the role:**

For adults with learning disabilities in Knowsley to have improved financial inclusion and greater opportunities to participate fully in society through access to specialist learning and development activities.

#### **Key aims:**

- Delivery the Managing my Money programme of learning and development activities for adults with learning disabilities and/or autism

#### **Key Duties and Responsibilities:**

- Develop and deliver weekly sessions to small groups of adult learners in local community settings
- Facilitate the participants' enrolment and registration process
- Organise sessions, plan activities, arrange venues and draw up timetables
- Establish individual learning plans and agree monitoring arrangements to measure and report progress with participants
- Promote Managing my Money to ensure all learning disabled adults in Knowsley and surrounding districts have the opportunity to participate
- Produce comprehensive performance reports for individuals and the programme as a whole.
- Establish links and liaise closely with colleges and other further education services

**Other Tasks:**

- Undertake day to day administration duties e.g. dealing with enquiries and correspondence
- Contribute to social media awareness and promotional campaigns
- Organise certificate presentations and awards celebrations
- Contribute to the development of the Managing my Money website page

**Key Working Relationships:**

Managing my Money participants, Learning Disabilities Assistants, LD Service Manager, CEO, the KDC staff team, adults with learning disabilities, adult social care practitioners, local providers of support services, FE colleges, community learning disability health teams, speech and language therapy services, local voluntary sector enterprises and groups and other relevant bodies/organisations.

**Organisational Requirements:****Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for health and safety will be outlined under key responsibilities for the post.

**Equality & Diversity**

It is the responsibility of all employees to support KDC's positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

**Confidentiality**

In the course of your employment you will have access to confidential information of a personal nature, including information relating to KDC its clients, employees and other parties. You must not use such information for your own benefit nor disclose it to other persons without the consent of KDC and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

## **Personal Development Review**

KDC is committed to providing a high quality service through the effective management and development of its employees, including meeting skills and training needs. The Personal Development Review process ensures that KDC is able to achieve its key aims and objectives, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims. All staff will be expected to participate fully in the process and comply with policy.

## **Training and development**

KDC will assess the training requirements for all new staff prior to commencement and aims to ensure that all mandatory training is completed within the first three months of staff starting. Refresher training must also be undertaken on a regular basis and in accordance with policy.

## **Safeguarding Children and Adults at Risk of Harm**

The post holder will be subject to an Enhanced Disclosure and Barring Service check upon appointment, and every three years thereafter.

KDC is committed to safeguarding adults at risk of harm, children and young people. As an employee, you are accountable to ensure that you know how to respond when you are concerned for the safety of an adult at risk of harm, child or young person. KDC will support you in this process by providing training, support and advice. KDC works in partnership with key agencies to protect adults at risk of harm, children and young people. For adults at risk of harm you should be aware of your responsibilities detailed in the Knowsley Safeguarding Adults Policy and for children in the Safeguarding Children Boards Child Protection Procedures.

## **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

## **Data Protection**

As your employer, KDC needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with KDC. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. HMRC).

## **Records Management and Quality**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within KDC and they remain the property of KDC. This includes client, financial, personal and administrative records, whether paper based or on computer. All staff have a responsibility to ensure information quality standards are achieved.

## **Information Security**

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to clients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. KDC may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet and computer systems, irrespective of whether these relate to KDC or personal use. Access and usage of KDC's computers must be in accordance with Policies.

**This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role of Project Coordinator**

**The duties of the post will be reviewed regularly in conjunction with the post holder, in accordance with the Personal Development Review Process.**

## **Disability Confident**

KDC values the diversity of all its employees. As a commitment to supporting disabled applicants and employees, we have been awarded Disability Confident Employer. This means:

- When you fill in the application form we will ask if you have a disability to make sure the application process is fair to people who have a disability.
- We will interview any person who declares they have a disability who meets the essential criteria for the job they are applying for. The essential criteria are the most important things needed to be able to do the job.

**September 2021**

### Programme Coordinator - Person Specification

| Feature                          | Essential  | Desirable   |
|----------------------------------|--|---|
| <b>Experience / Achievements</b> | <ul style="list-style-type: none"> <li>▪ Delivering training and learning activities</li> <li>▪ Working with people who have learning disabilities, families, carers and other professionals</li> <li>▪ Facilitating involvement, participation and inclusion - individually or within groups</li> <li>▪ Planning and delivering projects</li> <li>▪ Keeping records and producing reports</li> <li>▪ Confident and proficient user of social media</li> </ul> | <ul style="list-style-type: none"> <li>▪ Teaching/supporting in an SEN environment</li> <li>▪ Planning and delivering learning and development activities for people with learning disabilities</li> <li>▪ Person-centred planning and the use of positive behaviour support strategies.</li> </ul> |
| <b>Skills and Effectiveness</b>  | <ul style="list-style-type: none"> <li>▪ Strong IT skills including MS Word, Excel and PowerPoint</li> <li>▪ Ability to work independently and use own initiative.</li> <li>▪ Good interpersonal and communication skills with the ability to deal with a wide range of stakeholders.</li> <li>▪ Excellent organisation, administrative and time-management skills</li> <li>▪ Good presentation skills</li> <li>▪ Strong social networking skills</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Producing information in Easy Read format</li> <li>▪ Familiarity with PhotoSymbols®</li> <li>▪ Ability to communicate effectively with people with additional communication needs using a range of tools</li> </ul>  |
| <b>Knowledge</b>                 | <ul style="list-style-type: none"> <li>▪ Understanding of the barriers faced by people with learning disabilities.</li> <li>▪ Knowledge and understanding of special needs education principles and practices</li> <li>▪ Working knowledge of 'Easy Read' information</li> <li>▪ Working knowledge of safeguarding legislation and undertaking risk assessments</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Awareness of financial inclusion initiatives</li> <li>▪ Knowledge of the Care Act</li> <li>▪ Knowledge of local networks and resources.</li> <li>▪ Familiarity with the Social and medical Models of Disability</li> </ul>                                 |

| Feature   | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications / Professional Membership</b> | <ul style="list-style-type: none"> <li>▪ GCSEs at grade C or above in English and Maths (or equivalent)</li> <li>▪ Good literacy and numeracy skills</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Cert ED SEN</li> <li>▪ NVQ3/H&amp;SC Diploma Level 3 or equivalent or other relevant health/social work qualification</li> </ul> |
| <b>Other requirements of the job</b>            | <ul style="list-style-type: none"> <li>▪ A willingness to work flexible hours according to the needs of the project.</li> <li>▪ A commitment to promote choice, independence, rights and inclusion</li> <li>▪ A passionate interest in the rights of a person with learning disabilities to enjoy financial independence</li> <li>▪ Ability to travel to deliver sessions in a range of locations across the Borough of Knowsley and surrounding districts</li> <li>▪ A commitment to personal development</li> </ul> | <ul style="list-style-type: none"> <li>▪ Car owner with clean driving licence</li> </ul>  |