



Knowsley Disability Concern

**Managing My Money
Programme Coordinator**

Job pack

Thanks for your interest in working at Knowsley Disability Concern (KDC). This job pack should give you everything you need to know to apply for this role and what it means to work at KDC.

In this pack you'll find:

- Our Vision, Mission and Values
- 3 things you should know about us
- Overview of KDC – Objectives, Aims Culture and Ethos
- The role profile and personal specification
- Terms and conditions
- What we give our staff
- Statement of Equality and Diversity
- Recruitment of Ex Offenders

Want to chat about this role?

If you want to chat about the role further, you can contact **Johanne Ross** by emailing recruitment@kdc.org.uk or calling [07398750223](tel:07398750223)

Our Vision is to see communities where all people are included, live independently and are valued as equal citizens

Our Mission is to provide support and services that enable people to have choice, control and independence

Our Values describe “the way we do things around here”



3 things you should know about KDC

1. **We're here to see communities where all people are included, live independently and are valued as equal citizens – *Our Vision***
2. **We're a Disability Confident Employer.** – Any disabled applicants meeting the criteria for the role will be guaranteed an interview
3. **We have a trading arm called Your Payroll** - The profits of the trading arm are donated to the charity in furtherance of its aims.

Objectives and activities

Aims

Knowsley Disability Concern has been established for general charitable purposes within the meaning of English Law. Its charitable aims are set out in its Memorandum of Association and are:

To relieve the needs of disabled people, their families and carers principally within the Metropolitan Borough of Knowsley and surrounding areas (“the area of benefit”) by any charitable means and in particular by:

(i) providing education services

(ii) providing advisory and support services

In delivering its aims, the Charity’s key objective is to ensure that disabled people do not suffer through ignorance of their rights and responsibilities or an inability to express their needs effectively.

Objectives

The charitable aims are principally achieved through the delivery of activities under four key service areas:

1. Provision of, and accessibility to, information, advice, practical help and support for local people with disabilities, those living with long-term conditions and any resident facing issues and/or struggling to deal with problems that have an adverse effect on their lives.
2. Provision of information, advice and support services to enable people in receipt of social care services to exercise choice and control by accessing the Local Authority’s Direct Payments scheme to self-direct their care and support.
3. Provision of community education programmes to enable disabled people to improve skills, fulfil their potential, and live more independently.
4. Provision of developmental and engagement activities for people with learning disabilities to speak up, have their voices heard and support each other to overcome barriers faced in order to have choice, control and independence and play a full role in society.

The Charity has a key overriding objective, which is:

‘to ensure that disabled people do not suffer through ignorance of their rights and responsibilities or an inability to express their needs effectively’.

In addition, the Charity is committed to helping people secure services which meet the twelve basic rights to enable them to live independently and fully participate in society. They are:

1. Full Access to our environment
2. A fully accessible Transport system.
3. Technical Aids – Equipment
4. Accessible/adapted Housing
5. Personal Assistance
6. Inclusive Education and Training
7. An adequate Income
8. Equal opportunities for Employment
9. Appropriate and accessible Information
10. Advocacy (towards self-advocacy)
11. Counselling
12. Appropriate and Accessible Health Care Provision

Culture and Values

Our people are passionate about delivering services that enable individuals to live independently and have choice and control in their lives.

We operate in an inclusive and collaborative way to ensure that staff and volunteers have the freedom to develop new ideas and translate them into practice. We value each individual's different strengths and skillsets, and aim to enable people to utilise these for the benefit of our community of interest.

We work with people who use our services to ensure that they remain responsive, relevant and effective. Co-design and coproduction techniques are utilised in designing, developing and delivering our offer.

All staff work and behave in support of our values – a set of statements that the team has developed which describes 'the way we work around here', captured as follows:



KDC extended its service offer between 1990 and 2010 by securing contracts with Knowsley Council for the Direct Payments Support and Advocacy Services. Since then, further progression has been achieved through growth in charitable trading activities; the establishment (as an accredited learning centre) of community education programmes for adults with learning disabilities, and the expansion of support services in response to the needs of local residents.

KDC has enjoyed a period of significant growth and development, throughout which it has remained rooted in its community and true to its Vision and Mission.



The role



Role profile

Purpose of the role:

To improve the financial inclusion and greater opportunities for adults with learning disabilities in Knowsley to be able to participate fully in society through access to specialist learning and development activities.

Key aims:

Coordinate the delivery of a programme of learning and development activities for adults with learning disabilities called [Managing my Money](#)

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

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.



Person specification

Essential Criteria

Experience / Achievements

- Delivering training and learning activities
- Working with people who have learning disabilities, families, carers and other professionals
- Facilitating involvement, participation and inclusion - individually or within groups
- Planning and delivering projects
- Keeping records and producing reports
- Confident and proficient user of social media

Skills and Effectiveness

- Strong IT skills including MS Word, Excel and PowerPoint
- Ability to work independently and use own initiative.
- Good interpersonal and communication skills with the ability to deal with a wide range of stakeholders.
- Excellent organisation, administrative and time-management skills
- Good presentation skills
- Strong social networking skills

Knowledge

- Understanding of the barriers faced by people with learning disabilities.
- Knowledge and understanding of special needs education principles and practices
- Working knowledge of safeguarding legislation and undertaking risk assessments

Qualifications/Professional Membership

- GCSEs at grade C or above in English and Maths (or equivalent)
- Good literacy and numeracy skills

Other requirements of the job

- A willingness to work flexible hours according to the needs of the project.
- A commitment to promote choice, independence, rights and inclusion
- A passionate interest in the rights of a person with learning disabilities to enjoy financial independence
- Ability to travel to deliver sessions in a range of locations across the Borough of Knowsley and surrounding districts
- A commitment to personal development

Desirable Criteria

- Teaching/supporting in an SEN environment
- Planning and delivering learning and development activities for people with learning disabilities
- Person-centred planning and the use of positive behaviour support strategies.
- Producing information in Easy Read format
- Familiarity with *PhotoSymbols*[®]
- Ability to communicate effectively with people with additional communication needs using a range of tools
- Awareness of financial inclusion initiatives
- Knowledge of the Care Act
- Knowledge of local networks and resources.
- Familiarity with the Social and medical Models of Disability
- Cert ED SEN
- NVQ3/H&SC Diploma Level 3 or equivalent or other relevant health/social work qualification
- Car owner with clean driving licence

In accordance with KDC policy, the successful candidate will need to be screened by the DBS. However, a criminal record will not necessarily be a bar to your being able to take up the job.



Terms and conditions

- **Salary £25,000 pro rata (actual £15,000) plus 3% pension contribution**
- **Travel expenses**
- **21 hours per week**
- **27 days annual leave entitlement (pro rata)**
- **8 days Bank Holidays**
- **Based in Huyton, Merseyside**
- **Flexible working**

Annual Leave

All full time employees start with 27 days annual leave per year (running April to March). After one full year of service annual leave rises by 1 day to a maximum of 30 (all allowances are pro rata for part time employees)



What we give our staff

Training

KDC like to equip their staff with the skills to be able to work to the best of their ability and the ethos and values of the organisation, all new members will go through the mandatory training courses as a minimum as follows: -

- Safeguarding Adults at Risk and Vulnerable Children Alerter
- Learning Disability Awareness
- Health and Safety Induction & Refresher
- Equality & Diversity
- Emergency First Aid
- Fire Safety
- Moving and Handling (loads only)
- GDPR
- Infection Control
- Mental Health Awareness

Employee Assistance Program

The Health Assured employee assistance programme is the UK & Ireland's largest award-winning EAP, giving caring and compassionate support to more than 13 million people.

1. My Healthy Advantage app:

Designed to support wellbeing with mood trackers, 4-week plans, mini health checks and much more...

2. 24/7 confidential helpline:

Your people can share a problem with someone who listens with care, without judgement.

3. Telephone counselling:

Employees can work through their problems with a BACP accredited therapist.

4. Face-to-face counselling:

Staff can speak with a local, qualified professional in a private and confidential setting.

Pension and Pension Scheme

KDC operates a contributory pension scheme with **NEST** which you will be auto-enrolled into (subject to the conditions of the scheme).

The amount to be contributed is set by the government and as these figures will change from time to time you will be notified as to what your contribution and the company's contribution will be accordingly.

Business Planning Day

The annual business planning day is an opportunity for the KDC Board and Staff Team to work together to consider the current situation, agree broad strategic aims and explore opportunities.

Annual Team Away Day

We hold a Team Away day every year for colleagues from all departments to connect and come together for a fun day of activities.

