



KNOWSLEY DISABILITY CONCERN

Job Description

Job Title:	BIG Community Project Officer
Salary:	£24,000 p.a.
Hours:	35 hours per week, Monday to Friday (with some flexibility)
Responsible to:	Operations Manager
Annual Leave	30 days plus statutory Bank Holidays (rising to 33)
Location:	Knowsley Disability Concern, Huyton, L36 0SD and a variety of community settings across the Borough of Knowsley and occasionally further afield

Purpose of the role:

1. For adults with learning disabilities and/or autism to have greater choice control and independence through participation in specialist, accessible, community learning and development activities.
2. For people with learning disabilities/and or autism in the Liverpool City Region to have improved independence and be able to exercise choice and control over their lives by speaking up and having their views and wishes heard through active participation and engagement.

Key aims:

- Develop the BIG Community as an inclusive and accessible community of people with learning disabilities in Knowsley and the wider City Region
- Improve the profile and increase membership of the BIG Community
- Increase engagement opportunities for members and facilitate active and inclusive participation in meetings and events.
- Develop and deliver BIG Community education programmes and activities for adults with learning disabilities, which supports people into education, training and employment
- Identify and take part in annual fundraising activities to support the service and BIG Community

Key Duties and Responsibilities:

- Facilitate and deliver BIG Community education sessions and activities in a variety of settings across Knowsley and the wider City region to support behaviour change, skill development and social engagement.

- Facilitate the full enrolment and registration processes of the BIG Community education programmes and activities.
- Establish individual learning plans, monitor progress and measure and record participants' outcomes and achievements on the approved Outcome Star Assessment
- Regularly assess learners' journey and submit evidence of work and study to the AQA awarding body in order to gain accreditation certificates to be awarded to the learners.
- Produce monthly qualitative performance reports for the Service Manager, funders and Board meetings.
- Produce appropriate and engaging learning and course materials for upload to the learner portal and for use in classroom sessions.
- Support the development and delivery of BIG Community work plans, helping members identify and articulate individual interests and aspirations, issues/topics for debate and action, including special projects and activities which members choose to undertake
- Organise and facilitate workshops and training sessions for the development of self-advocacy skills enabling the BIG Community to act as a strong voice in Knowsley representing the members of the BIG group on the local Health and Wellbeing Engagement/Learning Disability Partnership Boards, Health Forums, coproduction events and self-advocacy conferences.

Other Tasks:

- Work with the wider project team to support the development and delivery of special projects and work streams identified by the BIG Community members, e.g. the 'Speak Up, Don't be Silent' disability hate crime campaign.
- Maintain and develop the BIG Community profile through social media by providing the Project Assistants with material.
- Promote and raise awareness of the communication needs of people with learning disabilities and signpost to other services
- Establish links and liaise closely with relevant services e.g. day service activity bases and supported living providers colleges and other further education services
- Contribute to the development of the BIG Community web page

Key Working Relationships:

Project Assistant, Big Community members and attendees, self-advocates, Volunteers, KMBC training and development and supported employment teams, the KDC staff team, service providers, KMBC social care management teams, Merseyside Police, community learning disability health teams and GP practices, children's services, speech and

language therapy services, regional self-advocacy organisations and groups and other relevant bodies/organisations. SEN provision, local voluntary sector organisations, social enterprises and groups; 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 Vulnerable Adults

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 vulnerable adults, 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 a vulnerable adult, 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 vulnerable adults, children and young people. For vulnerable adults 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 Officer Big Community

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.

March 2024

Project Officer - Person Specification

Feature	Essential	Desirable
Skills and Effectiveness	<ul style="list-style-type: none"> • Planning and delivering L&D activities for adults with learning disabilities • Assessment and monitoring abilities to establish individual learning plans and track progress • IT skills, working experience of full Microsoft package • Report writing skills for creating performance reports and educational materials. • Excellent interpersonal skills to engage with a diverse group of individuals and facilitate inclusive participation • Organised, administrative and time-management skills • Good presentation skills • Flexible and open to change • Positive outlook with a can-do attitude • Collaborative approach to team work 	<ul style="list-style-type: none"> • Person-centered planning and the use of positive behaviour support strategies. • SEND teaching assistant experience/classroom experience • Ability to produce <i>Easy Read</i> format • Confident and proficient user of social media • Advocacy skills to empower members and support their self-advocacy development • Community development • Experience in community work or volunteering in related fields can be advantageous. • Youth work
Knowledge	<ul style="list-style-type: none"> • Understanding of the barriers faced by people with learning disabilities and the issues related to disability and disadvantage • Working knowledge of safeguarding legislation and undertaking risk assessments on people, venues and lesson plans 	<ul style="list-style-type: none"> • Knowledge of the Care Act • Knowledge of local networks and resources. • Familiarity with the Social and medical Models of Disability • Working knowledge of 'Easy Read' information • Knowledge of Outcomes Star and its use • Familiarity with <i>PhotoSymbols</i>®
Qualifications	<ul style="list-style-type: none"> • GCSEs at grade C or above in English and Math (or equivalent) 	<ul style="list-style-type: none"> • Advocacy qualification(s). • Teaching qualification or equivalent
Other requirements of the job	<ul style="list-style-type: none"> • Willingness to work occasional unsocial hours • A commitment to promote choice, independence, rights and inclusion • A passionate interest in the rights of a person with learning disabilities to speak up about their lives and what is important to them – at a personal, local and national level • Ability to travel to deliver the role in a range of locations 	<ul style="list-style-type: none"> • Car owner with clean driving license