



## **Project Support Co-ordinator**

Are you passionate about inclusion and diversity? Do you want to work with similar minded people who work hard to make inclusion a reality for people with a learning disability or autism?

If yes, then we would love to hear from you. We currently have an exciting opportunity for someone to join our team as a Project Support Co-ordinator working across the North East.

### **A bit about Inclusion North**

Inclusion North exists to make inclusion a reality for all people with a learning disability or autism and their families. We work together to change society so that everybody can have a good life and be a valued member of society.

Our work raises awareness of the barriers to inclusion for people with a learning disability or autism and their families, and we work to remove those barriers by including people, the organisations that support them and local communities in our work.

We work with local authorities and Clinical Commissioning Groups (CCG's) across the North East and Yorkshire and Humber on local projects to increase inclusion for people with a learning disability or autism and their families. We also work regionally and nationally to connect people, to solve problems and to share learning. We are part of bigger pieces of work that affect the whole country and use what we know to try to influence change.

Find out a bit more here <http://inclusionnorth.org/>

Find us on Twitter @InclusionNorth and Facebook.

### **What we can offer you**

We are a small supportive team who work across two big regions of the country; together we share a vision and work hard to put this into practice. The autonomy in our work enables us to be creative and dynamic and no one day is like another.

You will receive a full induction and regular supervision from your line manager. You will have access to your own training budget which will enable you to be as creative as you can in your personal and professional development.

## Job Description

<b>Job Title:</b>	Project Support Co-ordinator
<b>Location</b>	Home based, working across the whole of the North East, with some travel within Yorkshire and Humber as required.  This post is primarily responsible for supporting projects in the North, but national working may be required.
<b>Salary:</b>	£32,960 (pro rata) actual salary £19,776
<b>Accountable to:</b>	Project Manager
<b>Hours of work:</b>	22½ hours a week
<b>Type of contract</b>	Temporary for 12 months
<b>Purpose of job</b> <ul style="list-style-type: none"><li>▪ To support the Project Manager to design, lead and deliver projects to make inclusion a reality for all people with a learning disability or autism and their families, including facilitating workshops and training</li><li>▪ To directly support people with a learning disability or autism, family members and others to be involved in projects Inclusion North is delivering</li><li>▪ To make a difference to the lives of people with a learning disability or autism and their families by helping to remove the barriers to inclusion</li></ul>	
<b>Key responsibilities</b> <ul style="list-style-type: none"><li>▪ Design, deliver and evaluate a wide range of Inclusion North projects across the region, working closely with the Project Manager</li><li>▪ Always work to a high standard, including producing regular updates on progress and performance</li><li>▪ Be the point of contact for various groups in the region who we support through our work</li></ul>	

- To co-ordinate networks, facilitate group work, and design and deliver training sessions for a variety of audiences
- To work in solution focused, co-produced, asset based and rights-based ways and model these ways of working for others
- Work closely with people in the region responsible for implementing the relevant policies that affect people with a learning disability or autism and their families
- Contribute to the recruitment and support of any sessional staff needed to deliver Inclusion North's projects
- Contribute to our regular communications, including writing articles for the bulletin and using social media to promote our work
- Help to build the capacity of people and organisations within the region to enable them to develop their practice in making inclusion a reality
- Stay up to date with all changes and developments in legislation, policy, guidance, best practice and other Government initiatives which have implications for people with a learning disability or autism and their families
- Always act professionally and promote Inclusion North's values
- Comply with all relevant legislation, in particular with the Equality Act 2010, Health and Safety and Safeguarding

**Additional information**

The job description reflects the role on the date it was prepared.

However, our work is very diverse and changes over time, reflecting the challenges that people with a learning disability or autism and their families are facing.

We regularly review job descriptions to make sure they stay up to date and we do this jointly with the team.

<b>Person Specification</b>	
<b>Factor</b>	
Skills and abilities	<ul style="list-style-type: none"> <li>▪ Excellent at building relationships</li> <li>▪ Proven ability to design and deliver good quality training</li> <li>▪ Proven ability to design and lead project development work</li> <li>▪ Ability to support and motivate people who you are working with on projects</li> <li>▪ Ability to prepare clear documents, reports and presentations using plain English, supported by pictures (easy read)</li> <li>▪ Good at negotiating and challenging effectively while still maintaining good working relationships</li> <li>▪ Able to work on your own initiative at times, and be a good team member</li> <li>▪ Able to work directly with people with a learning disability or autism and their families</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>▪ In-depth understanding of what inclusion means for people with a learning disability or autism and their families and the barriers that prevent this.</li> <li>▪ Knowledge of the legislation, policy and guidance relevant to people with a learning disability or autism and implications for service delivery</li> <li>▪ Experience of working in asset based and rights-based ways, focusing on the good things people can do</li> <li>▪ Experience of working with groups in an inclusive way, and knowledge of co-production</li> <li>▪ Experience of working on projects that achieve their outcomes, on time and on budget</li> </ul>

<p>Personal attributes</p>	<ul style="list-style-type: none"><li>▪ A passion for inclusion and a commitment to improving life for people with a learning disability or autism and their families</li><li>▪ Confidence in your own values and the courage to defend them</li><li>▪ Self-motivated, determined, and enthusiastic</li><li>▪ A flexible approach to work</li><li>▪ Able to work independently at times, and make decisions when necessary</li></ul>
<p>Other requirements</p>	<ul style="list-style-type: none"><li>▪ Ability to travel around the whole of the North East on a daily basis</li><li>▪ Ability to travel around the full geographical area covered by Inclusion North and sometimes nationally</li><li>▪ Occasional overnight stays away from home, and working outside of normal working hours</li></ul>

## Equality Policy (excerpt)

### INTRODUCTION

- 1.1 Inclusion North's philosophy and values are entirely based on the belief that everyone has a valuable contribution to make and that all individuals should be encouraged and enabled to contribute and participate fully in society. Diversity is actively celebrated and promoted in the work that we do, and we look to actively remove inequalities across society.
- 1.2 With regard to employment, this specifically means that workers will be treated fairly and equally and with dignity and respect regardless of:
- sex
  - marital status (including civil partner status)
  - age
  - race (includes ethnic or national origin or nationality)
  - disability
  - religion or belief (actual or perceived)
  - sexual orientation (actual or perceived)
  - transgender status
  - pregnancy
- 1.3 The list above is referred to as a list of protected characteristics. Additionally, Inclusion North will also treat fairly and equally, and with dignity and respect all workers regardless of:
- trade union activities
  - working patterns
  - contract status
  - responsibility for dependants or family members

Inclusion North has a separate Criminal Records Policy and guidelines covering the employment of ex offenders.

- 1.4 It is Inclusion North's policy to apply this principle in relation to recruitment and selection, promotion, training, conditions of work, conditions of service (including pay and benefits) and to every other aspect of employment, including general treatment

at work and the processes involved in the termination of employment.

- 1.5 It is also Inclusion North policy to ensure that employees understand the behaviours that they are expected to demonstrate at all times to colleagues and the people that they come into contact with.
- 1.6 Behaviour amounting to bullying or harassment will not be tolerated and will be treated seriously in line with the disciplinary policy and guidelines.
- 1.7 All Employees are expected to behave in a way that promotes fairness, equality, and dignity at work. This involves considering what behaviours are appropriate for the person they are with and recognising that what is acceptable or tolerable to one person may be regarded as unacceptable by another.
- 1.8 The principles in this policy apply equally to volunteers, board members, consultants, clients, and suppliers to Inclusion North.
- 1.9 Inclusion North is committed to following the principles of the Equality and Human Rights Commission Code of Practice.

## **AIMS**

Inclusion North aims to: -

- provide a working environment free from discrimination, bullying and harassment
- ensure that only job-related and non-discriminatory criteria are used in making management decisions
- make reasonable adjustments to the work for disabled employees where possible and appropriate to do so
- treat all staff and job applicants with dignity and respect and provide a working environment free from discrimination, bullying and harassment. Within the principles of the Equality Act Inclusion North will take positive action to promote the employment of individuals with a disability.
- provide regular training opportunities for all staff, volunteers and board member

## Recruiting Ex-Offenders Policy

Inclusion North is committed to creating equal access to opportunities for employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status, political values or offending background.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us in either a paid or unpaid capacity. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, Inclusion North complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A Disclosure is only requested for those positions where it is considered both proportionate and relevant to the position concerned. Because of the nature of Inclusion North's work all checks will be at Enhanced level.

Where Disclosure forms part of the recruitment and selection process, applicants will be asked to provide details of their criminal record at an early stage. This would be declared on the relevant section on the application form and at interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, administrator.

Unless the nature of the position allows Inclusion North to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or Vulnerable Adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6

months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become “spent”.

At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. The outcome of this will be recorded in brief and a copy kept on the individual’s personnel file with a recommendation for appointment if relevant. If appointment is not recommended the recruiting manager will discuss/agree this with the Director before a final decision is made.

Factors to be taken in to account include: -

- Is it a ‘spent’ offence?
- The nature of the offence
- It’s relevance to the post, position, or profession in question
- How long ago the offence took place
- The person’s age at the time
- Whether it was an isolated offence or part of a pattern of offending
- What is known about the person’s conduct and character before or since

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**