



Project Support Coordinator – Citizenship Team

Are you passionate about making inclusion a reality for people with a learning disability, autistic people and their families?

Would you like to lead a new project to make it easier for people with a learning disability, autistic people and their families to have their voices heard about what support and services are needed in the North East and North Cumbria?

Do you want to work collaboratively with a small team of people with lived experience?

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 and North Cumbria.

A bit about Inclusion North

Inclusion North exists to make inclusion a reality for all people with a learning disability, autistic people 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 autistic people 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, the NHS and Clinical Commissioning Groups (CCG's) on local projects to increase inclusion for people with a learning disability, autistic people 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 a passion for inclusion and work hard to put this into practice. We take the lead on big, innovative projects and we are all empowered in our jobs to use our initiative and make change happen. This 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 give you the creativity and freedom to manage your personal and professional development.

A bit about the job

The aim of the job is to lead and work collaboratively with the Citizenship Team and to implement the Working Together Strategy.

The **Citizenship Team** will be made up of 3 Citizenship Leaders and a Project Support Coordinator. The three Citizenship Leaders will be

- Someone with a learning disability
- An autistic person
- A family carer.

They will each work 16 hours per week. They are being recruited now. The whole team will be employed by Inclusion North.

The **Working Together Strategy** is a big plan for the North East and North Cumbria. It says that

- Everyone with a learning disability
- All autistic people
- And their families

should be able to be involved in planning the support and services they need to live a good life.

The **Citizenship Team** will make it easier for people with a learning disability, autistic people and their families to have their voices heard about what support and services are needed to live a good life. To do this they will

- Find out what is already happening in the North East and North Cumbria to involve people and families in decision making and work on the areas that need improvement
- Listen to people and families from all over the North East and North Cumbria and bring their views together so they make a bigger difference
- Support children and young people who are autistic or have a learning disability to learn the skills of speaking up and being involved in decision making
- Create accessible information so that people and families understand how decisions are made and how to get involved
- Help people and families to understand what citizenship means and to understand their rights

The role of the Project Support Coordinator has two parts to it

1. To be an active part of the Citizenship Team working collaboratively to implement the Working Together Strategy
2. Managing the Citizenship Leaders and supporting them to make a full contribution to the work

This is not a job coach role. It is a project management role, but one that requires skills in supporting people with lived experience into work. It is a big job, but the benefit is just having one project to focus on, being involved right from the start and having a team of people with lived experience to work alongside.

Other relevant information

The project is based in the North East and North Cumbria.

You need to live in this area to do the job because you will need local knowledge.

You will do some work at home and meet your team on Zoom and Teams.

When it is safe you will do some of your work face to face with your team.

Some of the hours will be worked at the same time by all team members while the others can be worked flexibly during the week.

Any travelling you do for the job will be paid for through our Expenses Policy.

We expect people to use public transport or their own car if they can, instead of taxis.

Job Description

Job Title:	Project Support Coordinator – Citizenship Team
Location	Home based, working across the whole of the North East and North Cumbria, with occasional travel within Yorkshire and Humber as required.
Salary:	£32,960 (pro rata) actual salary £28,126
Accountable to:	Project Manager
Responsible for:	Three Citizenship Leaders
Hours of work:	32 hours a week
Type of contract	Temporary for 2 years

Purpose of job

The aim of the job is to lead and work collaboratively with the Citizenship Team and to implement the Working Together Strategy.

Key responsibilities

As this is a unique role, we have tried to explain the main responsibilities more fully to help candidates understand what the job will involve on a day to day basis

- Building an effective team. Getting the three Citizenship Coaches and yourself working together well. Playing to people's strengths and delegating. Working at a pace that suits everyone. Building trust and open, honest communication within the team. Managing inter-relationships and resolving conflict.
- Working in an inclusive, participatory way with everyone having equal status and value in the team. Using co-production to jointly plan the work, create a work plan and divide up the tasks.
- Having an overview of the whole project and helping to make sense of it. Using project management skills including project planning, budgeting and time management to stay on track. Keeping the team and the work focused. Sharing the vision for the project and getting other people to support it. Regularly reporting on how the work is progressing.
- Managing deadlines. Being ambitious but realistic about what can

be achieved. Sticking to your values and principles and not letting external pressures force you to work in a non-inclusive way.

- Overseeing the quality of the work of the team. Giving honest feedback and supporting creative problem solving in the team.
- Developing an in-depth understanding of the Integrated Care System for the North East and North Cumbria. Understanding where the priorities for people with a learning disability, autistic people and their families fit within this. Building relationships. Creating accountability.
- Supporting the individual Citizenship Leaders to do their roles well. Encouraging them to use their initiative, building confidence to work alone and give things a try. Empower them to support each other and to use existing support networks. Providing practical and pastoral support on a daily basis.
- Line manage the Citizenship Leaders including doing one to ones, appraisals, managing their holiday leave and approving expenses. Helping them to understand and follow work policies, supporting with their induction and training, supporting with Access to Work applications.
- Comply with all relevant legislation and company policies, 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, autistic people 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.

Person Specification

Skills and abilities	<ul style="list-style-type: none">• Able to get the best out of people• Creative problem solving skills• Accessible communication skills• Research and presentation skills• Co-production skills• Technical skills including email and online video conferencing – Zoom, Teams
Knowledge and experience	<ul style="list-style-type: none">• Project management experience• Line management experience• Experience of working alongside people with a learning disability, autistic people and family carers• Knowledge of the big issues facing people with a learning disability, autistic people and their families
Personal attributes	<ul style="list-style-type: none">• Able to be flexible, patient, approachable and empathetic• The confidence to challenge• Strong values of inclusion and equality
Other requirements	<ul style="list-style-type: none">▪ Ability to travel around the North East and North Cumbria▪ Occasional overnight stays away from home, and working outside of normal working hours

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.