

## **Expert Hub 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 and autistic people?

Is this you? If so, we would love to hear from you.

We currently have a new and exciting opportunity for someone to join our team as the Expert Hub Co-ordinator working across Yorkshire and Humber and the North East.

## **A bit about Inclusion North**

Inclusion North exists to promote the rights and inclusion of all people with a learning disability, autistic people and their families. We work with a range of organisations to support them to improve their inclusive practice and to really hear the voice of people with a learning disability, autistic people and their families in their work.

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.

Together we share a vision and a passion for inclusion and we work hard to put this into practice.

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.

We also operate an [Expert Hub](#) which is made up of people with a learning disability, autistic people and family carers all with relevant experience.

Expert Advisers take part in Care (Education) and Treatment Reviews (C(E)TR) across Yorkshire and Humber, Derbyshire and the North East and also other pieces of work that Inclusion North are involved in.

Find out a bit more about [Inclusion North](#)

Find us on Twitter @InclusionNorth and Facebook

## **What we can offer you**

At Inclusion North we are a supportive team who work across two big regions of the country: the North East and Yorkshire and Humber. The way we work enables us to be creative and dynamic and no one day is like another.

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 take the lead on big, innovative projects and we are all empowered in our jobs to use our initiative and make change happen.

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**

This is a new role at Inclusion North. We are recruiting an Expert Hub Co-ordinator to work across Yorkshire and Humber and the North East area 5 days a week.

The role of the Expert Hub Co-ordinator has several parts to it:

1. supporting the Expert Advisers as part of our Expert Hub
2. co-ordinating the requests for Expert Advisers to take part in Care (Education) and Treatment Reviews (C(E)TR) and also other pieces of work that we are involved in
3. recruitment and training of Expert Advisers
4. administrative tasks of the Hub

The Hub also support Local Authorities, NHS and other organisations by providing experts with lived experience to support co-production across all aspects of service development that affect people with a learning disability and autistic people. The post holder will have a key role in supporting this development.

## **Other relevant information**

The work is based in Yorkshire and Humber.

You will do some work at home and meet your team on Zoom and Teams. Some of your work will be face to face.

Hours 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.

<b>Job Description</b>	
<b>Job Title:</b>	Expert Hub Co-ordinator
<b>Location</b>	Home based, working across the whole of the Yorkshire and Humber and the North East with occasional travel across the regions or nationally.
<b>Salary:</b>	FTE £ 28,890 Actual £26,964.00 per year
<b>Accountable to:</b>	Project Manager
<b>Hours of work:</b>	35 hours a week
<b>Type of contract</b>	Permanent
<b>Key responsibilities</b>	
<ul style="list-style-type: none"><li>• Co-ordination of the requests for Expert Advisers to take part in work across the different areas we work</li><li>• Recruitment, training, supervision and support of Expert Advisers</li><li>• Building positive relationships with Expert Advisers and with local commissioners including dealing with any concerns or complaints</li><li>• Ensuring that Expert Advisers are kept up to date with changes in policy</li><li>• Working to the quality standards that are outlined in NHS England's CTR Policy, CTR Code and Toolkit, and ensure that these are implemented by Expert Advisers</li><li>• Develop and facilitate appropriate training to ensure the knowledge, skills and experience of Expert Advisers keeps up to date and contributes to a high standard of performance within the Care (Education) and Treatment Review process</li></ul>	

- Create monthly feedback reports
- Working closely with local commissioners and in Care (Education) and Treatment Reviews Chairs
- Working in an inclusive, participatory way with everyone having equal status and value in the team
- Understanding the priorities for anyone with a learning disability, autism or both who may be at risk of admission to, or who is already in a specialist learning disability or mental health hospital
- Comply with all relevant legislation and company policies, in particular with the Equality Act 2010, Health and Safety and Safeguarding
- All the administrative tasks of the Hub

<b>Person Specification</b>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Able to get the best out of people</li> <li>• Creative problem-solving skills</li> <li>• Accessible communication skills</li> <li>• Research and presentation skills</li> <li>• Co-production skills</li> <li>• Technical skills including Microsoft, email and online video conferencing – Zoom, Teams</li> <li>• Able to use initiative</li> <li>• Being ambitious but realistic about what can be achieved</li> <li>• Sticking to your values and principles and not letting external pressures force you to work in a non-inclusive way</li> <li>• Administration skills</li> <li>• Plan and manage own time, meet deadlines</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>• Line management experience</li> <li>• Experience of working alongside people with a learning disability, autistic people and family carers</li> <li>• Experience of working with professionals and building strong working relationships</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of the big issues facing people with a learning disability, autistic people, and their families</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Able to be flexible, patient, approachable and empathetic</li> <li>• The confidence to challenge</li> <li>• Strong values of inclusion and equality and justice</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>▪ Ability to travel around Yorkshire and Humber and the North East</li> <li>▪ Occasional overnight stays away from home, and working outside of normal working hours</li> </ul>

## **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 into 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.**