



Project Worker - Training & Support – secondment options available

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

Do you want to work collaboratively across the North East and North Cumbria, with like-minded people and organisations?

If so, we would love to hear from you.

We currently have a new and exciting opportunity for someone to join our North East Team as a Project Worker - primarily co-ordinating delivery of the Oliver McGowan Mandatory training across the region, with an opportunity to get involved and support some of the wider work of the organisation.

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

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.

We 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 are also involved with other pieces of work at Inclusion North.

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.

There will be an opportunity to learn new skills as part of ongoing career development.

- You will have access to your own training budget which will give you the creativity and freedom to manage your personal and professional development.
- You will receive a full induction and regular supervision from your line manager and work within a small supportive team.
- You will receive 27 days holiday plus bank holidays pro rata per year, with additional gifted days over the Christmas period.
- A working from home allowance is paid and all work-related travel will be reimbursed.
- There is a generous 6% matched contribution pension scheme for all staff.
- The relevant equipment to work from home following a risk assessment.

A bit about the job:

This is a new role at Inclusion North. This job has 2 elements to it:

1. To support the training and delivery of the Oliver McGowan Mandatory training across the North East and North Cumbria.

This element has several parts to it:

- Support the lead organisations who are employing Experts by Experience to deliver this training.
 - Support the Expert Training Teams to come together, feel supported and be fully prepared for the training they will carry out.
 - Problem solve issues that come up from the training.
 - Work in collaboration with the Project Manager from the North East & North Cumbria Learning Disability Network to plan and develop the training rollout.
 - Co-ordinate the requests for Expert Training Teams to deliver the training.
 - Support the recruitment and training of Experts by Experience going forward.
 - Administrative tasks and record keeping including coordinating a booking system.
 - Co design a quality assurance process.
2. Working with the wider North East Team/Experts by Experience to design, develop and deliver bespoke projects for Local Authorities, Health, and Care providers to meet their plans/aims for people with a learning disability, autistic people, and their families.

Making it easier for people with a learning disability, autistic people, and their families to have their voices heard and influence change.

Support capacity building within other people and organisations in the region to take on innovations developed by Inclusion North.

Other Relevant Information

- The work is based in North East and North Cumbria- You need to live in this area to do the job as you will need local knowledge and to be able to travel to different parts of the region.
- You will do some work at home and use Zoom and Teams to connect with people.
- 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.

Job Description

Job Title:	Project Worker – training & support
Location	Home based, working across the whole of the North East and North Cumbria with occasional travel nationally.
Salary:	£30,190
Accountable to:	Project Manager
Hours of work:	37.5hrs per week
Type of contract	1year fixed term

Key responsibilities:

To support the training and delivery of the Oliver McGowan Mandatory training across the North East and North Cumbria.

- Build positive relationships with all the lead organisations and expert trainers.
- Co-ordinate requests for Expert Training Teams to deliver the Oliver McGowan Mandatory Training.
- Support further recruitment, training, and support of Expert Training Teams.
- Ensure that expert trainers are kept up to date with changes in training, guidance, and practice.
- Monitor that the training being delivered is of high quality.
- Support Expert Training Teams to review and evaluate the training they deliver.
- Develop and facilitate appropriate training to ensure the knowledge, skills, and experience of expert trainers keeps up to date and contributes to a high standard of training.

- Work in an inclusive, participatory way with everyone having equal status and value in the team.
- Problem solve issues that come up from the training.
- Cover delivery of the training, as a member of the Expert Delivery Team, should this be needed.
- Comply with all relevant legislation and company policies, in particular with the Equality Act 2010, Health and Safety and Safeguarding.
- All administrative tasks and record keeping, including the coordination of a booking system.

Work with the team/experts by experience across the North East to design, develop, and deliver projects to our Health & Care partners and Local Authority member areas.

- Facilitating networks, groups or training sessions for members or others.
- Work closely with local leaders including those responsible for the implementation of relevant policy that affects people with a learning disability, autistic people, and their families.
- Support capacity building within other people and organisations in the region to take on innovations developed by Inclusion North.

Person Specification	
Skills and abilities	<ul style="list-style-type: none"> • Flexible and supportive • 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 Microsoft, email, and online video conferencing – Zoom, Teams • Able to use initiative. • Ambitious but realistic about what can be achieved. • Stick to your values and principles and not let external pressures force you to work in a non-inclusive way • Administration skills, accurate and accessible recording of information • Plan and manage own time, meet deadlines.
Knowledge and experience	<ul style="list-style-type: none"> • Delivering training with experts by experience • Experience of working alongside people with a learning disability, autistic people, and family carers

	<ul style="list-style-type: none"> • Experience of working with professionals and building strong working relationships • Knowledge of the big issues facing people with a learning disability, autistic people, and their families
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Able to be flexible, patient, approachable and empathetic • The confidence to challenge. • Strong values of inclusion, equality, and justice
<p>Other requirements</p>	<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 • Link with the wider work of Inclusion North



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.