

Yorkshire and Humber Project Support Co-ordinator

We currently have an exciting opportunity for someone to join our team as a Project Support Co-ordinator working across Yorkshire and Humber.

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.

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 their community.

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.

Local authority areas in the North East, Yorkshire and Humber join Inclusion North as members through a yearly subscription. Members are part of a collective of organisations empowering us to understand what the important work is and every year we work with each member area 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

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

We are recruiting a Project Support Co-ordinator to work across the Yorkshire and Humber area 4 days a week. The role of the Project Support Coordinator is to support the Regional Manager to design, lead and deliver projects to make inclusion a reality for all people with a learning disability, autistic people and their families.

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.

Job Description

Job Title:	Project Support Co-ordinator
Location	Home based, working across the whole of the Yorkshire and Humber with occasional travel across the regions or nationally.
Salary:	FTE £36,854.22 Actual £29,483.38 per annum
Accountable to:	Regional Manager
Hours of work:	30 hours a week
Type of contract	Permanent

The job of a Project Support Co-ordinator is:

- To design and deliver project work based on our Member's needs and priorities
- To facilitate networks, groups or training sessions for members and others
- To build partnerships with other organisations locally, regionally, nationally and internationally
- To 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
- To working in an inclusive, participatory way with everyone having equal status and value in the team
- To co-produce work when planning and creating work plans for local areas
- To understand the priorities for people with a learning disability, autistic people and their families
- To support people and families to have their voices heard when there are proposed changes to the Law and policy

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 • 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 • Line management experience • Experience of working alongside people with a learning disability, autistic people and family carers • 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
Personal attributes	<ul style="list-style-type: none"> • Able to be flexible, patient, approachable and empathetic • Confident to speak up and challenge things you think are wrong and to have difficult conversations to uphold our values • Strong values of inclusion and equality and justice
Other requirements	<ul style="list-style-type: none"> ▪ Ability to travel around Yorkshire and Humber ▪ Occasional overnight stays away from home, and working outside of normal working hours