

Project Worker – North East (18 months Maternity Leave Cover - 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 be part of a team that works to make it easier for people with a learning disability, autistic people, and their families to have their voices heard?

Have you got experience of working collaboratively with people with a learning disability or autistic people who use specialist hospital services, like Assessment and Treatment Units or who have experience of the criminal justice system?

If so, we would love to hear from you.

We currently have an exciting opportunity for someone to join our North East team as a Project Worker, being part of the team for 18 months to cover Maternity Leave.

This role is to work on a specific project, which is all about making sure that people with a learning disability and autistic people who use mental health services, either in the community or in specialist hospital settings or prison are listened to and involved in decisions about care and support services.

It is essential that applicants have experience of working with people in secure hospital settings and or prison.

The post is full-time, but we would be happy to offer a flexible alternative to the right candidate. Please speak to us about your needs.

A bit about the job:

The job is to be the lead Project Worker on our Involvement Projects.

The Involvement Projects are about

- The voice of people with a learning disability and autistic people in secure hospital settings
- The voice of people with a learning disability and autistic people in prison
- In-patient and community mental health services for people with a learning disability and autistic people
- Mental health services for children and young people who are autistic or have a learning disability

The work is all about supporting people with lived experience to come together to share their experiences, so we can help the Integrated Care Board to understand the issues facing people with a learning disability, autistic people and families when they access services.

The work will involve supporting a North East Regional Manager to design, develop and deliver new projects, working collaboratively with people with lived experience.

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

The job will involve lots of creative thinking. We don't know what the work will be yet because we will co-produce it with people with lived experience and it will develop organically as we go along. You will lead this development.

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

What we can offer you:

Some of the benefits of working for Inclusion North are:

- You will have access to your own personal development and wellbeing 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 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 6% matched contribution pension scheme for all staff.
- We provide the relevant equipment to work from home following a risk assessment.

Other relevant information

The Project Worker role is based in the North East - you need to live in this area to do the job because you will need local knowledge and to be able to travel regularly to different parts of the region.

You will do some work at home and will also work within services across the North East and North Cumbria.

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

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.

At Inclusion North we are a supportive team who work across two big regions of the country: the North East and North Cumbria, and Yorkshire and Humber. The way we work enables us to be creative and dynamic and no two days are the same.

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.

Find out more about [Inclusion North](#) on our website

Find us on Twitter and Instagram @InclusionNorth and on Facebook

You can find the Job description and Person Specification in the tables below.

Job Description
Job Title: Project Worker
Location: Home based, working across the whole of the North East with occasional travel across the Yorkshire Humber region, North Cumbria or nationally.
Salary: £31,699 per year full time
Accountable to: Regional Manager
Hours of work: 37.5 hours a week
Type of contract Maternity Leave Cover – temporary for 18 months
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Work with the Regional Manager to ensure that people with a learning disability and autistic people who have experience of secure mental health hospital environments, community mental health services, and prisons have their voices heard. • Work in an inclusive, participatory way with people with lived experience, making sure everyone has equal status and value in the work. • Use co-production to jointly plan the work, create a work plan and divide up the tasks. • Share the vision for the project and get other people to join in with the work. • Regularly report on how the work is progressing.

- Manage deadlines - be ambitious but realistic about what can be achieved.
- Oversee the quality of the work. Give honest feedback and support creative problem solving in the groups you work with.
- Comply with all relevant legislation and company policies, in particular with the Equality Act 2010, Health and Safety and Safeguarding.

Person Specification – we split this into things that are Essential and Desirable to help with our shortlisting process and the method of assessment

Essential

The skills you need

Able to build relationships with people with a learning disability, autistic people and family carers.

This will be assessed on your application form and at interview.

Able to use co-production skills to work as a team with people with a learning disability, autistic people and family carers.

This will be assessed on your application form and at the interview.

Good communication skills and able to adapt your style to meet individual people's needs.

This will be assessed on your application form and at interview.

<p>Technical skills including Microsoft, email, and online video conferencing in particular Zoom and Teams.</p> <p>This will be assessed on your application form.</p>
<p>Able to use your own initiative to get work started and to solve problems.</p> <p>This will be assessed on your application form.</p>
<p>Administration skills of planning, keeping records, writing notes, writing reports, doing research and presentations.</p> <p>This will be assessed on your application form and at interview.</p>
<p>Able to plan and manage your own time to meet deadlines.</p> <p>This will be assessed on your application form.</p>
<p>The Knowledge and experience you need</p>
<p>Experience of working with people with a learning disability and autistic people in mental health hospital settings and or prison.</p> <p>This will be assessed on your application form and at interview.</p>
<p>Experience of assessing risk and implementing safety procedures.</p> <p>This will be assessed on your application form and at interview.</p>
<p>Knowledge of safeguarding issues for people and staff and knowing the process for recording and raising issues.</p> <p>This will be assessed on your application form and at interview.</p>

Knowledge of the big issues facing people with a learning disability, autistic people, and their families.

This will be assessed on your application form and at interview.

Personal attributes

Able to stick to your values and principles and the confidence to challenge.

This will be assessed on your application form.

To be non-judgmental and empathetic towards others.

This will be assessed on your application form and at interview.

Hold strong values of inclusion, equality, and justice.

This will be assessed on your application form and at interview.

Other requirements

Ability to travel around the North East for example you will need to travel into Northumberland at one end of the region and to Middlesbrough which is at the other.

This will be assessed on your application form.

Desirable

Experience of the criminal justice system, and understanding of the issues facing people with a learning disability, autistic people and their families.

This will be assessed on your application form.

Experience of speaking up in meetings with senior managers from a range of agencies.

This will be assessed on your application form.

Able to do occasional overnight stays away from home, and occasionally working outside of normal office hours.

This will be assessed on your application form.

Key dates

The closing date for applications will be Monday 15th April at 12pm noon.

Shortlisting will take place on 16th April 2024 and candidates shortlisted for interview will be notified by email on 17th April 2024.

Interviews will take place on 25th April 2024 (with the possibility of some interviews taking place on 26th April depending on the number and quality of applications).

Successful candidate will hear by 5pm on 26th April 2024.

Those unsuccessful at interview will hear no later than 5pm on 30th April 2024.

Disability Confident Employer

As a Disability Confident Employer, we are committed to recruiting and retaining disabled people. We aim to identify and address any barriers that may prevent or deter disabled people from applying for our jobs.

Part of this commitment is to take positive action, by encouraging disabled people to apply for jobs and providing an opportunity to demonstrate their skills, talent, and abilities at the interview stage. Positive action is lawful under the Equality Act.

As a disability organisation and a Disability Confident employer our jobs often attract a lot of disabled applicants, meaning it is not always practicable or appropriate to interview all disabled people who meet the minimum (desirable) criteria for the job as suggested in the Disability Confident scheme guidance. As a voluntary sector organisation with limited resources, the number of days we can dedicate for interviewing for each role is limited. The Disability Confident scheme itself offers no guidance on what to do if the number of disabled applicants who meet the minimum criteria for the job exceeds the number of interviews it is possible to hold.

We have therefore developed the following procedure for such circumstances to enable us to work within the ethos of the Disability Confident scheme.

The person specification for the job is divided into essential and desirable criteria. Shortlisting is carried out by two people, reading anonymised applications. All applicants are assessed only in relation to the requirements of the person specification using a shortlisting form.

The shortlisting process considers whether the person has fully met, partially met or not met each criteria of the person specification. At the first stage of shortlisting, scores for each essential criteria are combined to give each applicant an overall score. If the scores are all very close,

making it impossible to create a long list of applicants who are suitable for an interview, the scores for the desirable criteria will be taken into account in this part of the process. The scores are considered and the applicants who are suitable for interview based on those scores are identified. This forms the longlist.

If there are more applicants on the longlist than the number of interviews we can carry out in one day, we consider adding an additional interviewing day to the schedule. This creates the opportunity for more applicants to demonstrate their skills, talent and abilities at the interview stage.

It is only at this stage that the people doing the shortlisting are informed which of the applicants on the longlist declared they are disabled on the Equal Opportunities monitoring form. The disabled candidates on the longlist are prioritised for interview. If there are more disabled applicants on the longlist than interview places, the scores from the desirable criteria will be taken into account.

Interviews will then be offered to the remaining highest scoring applicants. If two or more applicants scored equally against the essential criteria, the scores from the desirable criteria will be taken into account.

Applicants need to declare they are disabled on the Equal Opportunities monitoring form and submit this alongside their application in order for this to be taken into consideration as part of this process.

This procedure will be kept under review and will be updated if the Disability Confident Employer guidance changes.

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.