

Information for Applicants

Job title: 1x Community Workers (for people with learning difficulties and/or autism)

Location: West Cumbria

Hours: Between 4 days (30 hours per week) and 5 days (37.5 hours per week)

Salary: £19,573 FTE

Contracts: Fixed term one year (PF are actively pursuing funding for continuation)

Additional Benefits:

- A pension contribution of 6%
- Annual Holiday entitlement of 28 days FTE (4 weeks plus 8 bank holidays)
- Additional 6 days (FTE) at Christmas – specific dates confirmed each year dependent on when the Christmas period falls and business needs
- Length of service increments (holidays)

Location

- As described above.
- You will be expected to travel to PF offices connected to your area of work as required. Working from home during Covid Restrictions.

Driving

- A current driving licence and access to own transport is required for this role.
- This post requires you to have the appropriate 'business use' insurance in place as occasional business use of your car is required to carry out tasks, such as (but not limited to) the following:
 - travel to meet needs of role
 - transporting colleagues/volunteers/members/ for example, to AGM, or self-advocacy groups
 - making deliveries or collections
 - carrying extra equipment

Who are we?

People First Independent Advocacy is a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives. We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring. We also deliver People First Services, a registered charity, the object of which is the relief of people with a learning difficulty. Our Head office is based in Carlisle, supported by offices in Barrow and Lancashire as well as staff working remotely across West Cumbria.

The Department

Our Self Advocacy Group Network is supported by People First's Education, Research and Inclusion Department. The Department also hosts several projects focussed on education, personal development, and inclusion.

Self-Advocacy Groups

Self-advocacy is the ability to speak-up for yourself and the things that are important to you. It is about knowing your rights and responsibilities and making choices and decisions that affect your life.

People First have been supporting self-advocacy groups for people with learning difficulties and autism across Cumbria for the past 30 years. Self-Advocacy groups are an opportunity for people to meet in groups, share their experiences develop life skills and confidence and learn to speak up for themselves.

Our self-advocacy groups are opportunities for people to meet in a friendly and safe environment, learn how to speak up for themselves and learn about a range of topics. Currently we are working under Covid restrictions and need to assist people to be able to connect remotely.

Some very exciting job opportunities have arisen on our Self Advocacy Network – See below for full details.

The Person

This work is about developing and embedding Self Advocacy Groups throughout the organisation of People First and across Cumbria.

As a community Worker, you will focus on developing People First's Self Advocacy Network by planning and facilitating regular meetings and recruiting new members through networking and promotion. This role will be delivered in person and digitally.

We are seeking highly motivated, creative, and tech-savvy individuals who are confident in both their digital and interpersonal skills and abilities. You must be passionate about supporting people with learning difficulties and /or autism to get their voice heard. There are a range of projects linked to the voice of people that you will become involved in.

The Education, Research and Inclusion Department is vibrant with a range of projects and activity going on. We need flexible team players who can work flexible hours, adapt to change swiftly, think on their feet and are happy to support other parts of the department as and when necessary.

Qualifications

- Good all-round education, teaching / training/ community worker skills advantageous.

Skills, Knowledge and Experience

- High level of energy and enthusiasm.
- Knowledge of human rights

- Experience in facilitating group activities.
- Experience of working with people with learning difficulties and /or autism (where approaches have been person centred).
- Understanding of the importance of 'easy read' and accessible information.
- A high level of IT skills and the ability to use a range of digital platforms including Microsoft Teams, ZOOM and social media platforms.
- The ability to teach others in an accessible way how to use a range of digital platforms.
- The ability to create, plan and run activities and workshops that meet specific objectives decided by group members.
- Experience in recruiting, engaging, and retaining people in activities and events.
- The ability to record, analyse and evaluate data accurately.
- Experience in networking and promoting through social media.
- A commitment to equal opportunities and anti-discriminatory practice.
- Experience of working on your own and as part of a team.
- Full driving licence and own transport and willing to travel across the County.

Desirable requirements:

- Ability and energy to work evenings and some weekends.
- Experience of collaborating in partnership working.
- Knowledge of services and opportunities for adults with learning difficulties and/or autism in your local area.
- Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups.
- Willingness to undertake training.

Duties will include:

- Consistent communication with members.
- Supporting and facilitating Self Advocacy Groups, meetings and events when and where they occur, this will include some weekly evening work and occasional weekend work.
- Co-creating workshops and activities based on feedback from Self Advocacy Group members.
- Designing and running activities and workshops that will support people and their allies to become tech savvy, connect with others and belong to the group.
- Organising, continuing, and establishing regular meetings and events across Cumbria.
- Helping members participate effectively in consultation.
- Networking and developing good working relationships with the relevant organisations and professions throughout Cumbria.
- Supporting the recruitment of 'experts by experience'.
- Helping facilitate the 'lead group' of representatives of the self-advocacy groups
- Attending various internal and external meetings/events and to represent the views and interests of the Education, Research and Inclusion Dept. and the people we work with.
- Keeping records, data, and information up to date and preparing reports as required.
- Adhering to People First's published policies and procedures.

Other Duties

The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas. Due to the developing nature of our Department and organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.

The Appointment

Applications must include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process; however, we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g., utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g., marriage certificate)

All applications should be clearly marked and emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry.

The closing date for applications is 5pm on Sunday 14th March 2021.

