

Information for Applicants

Job title: Senior Engagement Officer - C(E)TR Coordinator (Care & Education Treatment Reviews)

Contract: 3 Years

Hours: 22.5 hours (3 days)

Salary: £23,541.00 FTE

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

- Carlisle Office
- You will be expected to travel around all PF offices and areas of work as required

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 customer or business meetings
 - running business errands during the day
 - travel between different People First business sites
 - transporting colleagues/volunteers/members/customers or business contacts, for example, to business meetings, AGM, or self advocacy groups
 - making deliveries or collections
 - carrying extra equipment



Who we are

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 Leyland.

The Department

People First's Education Research and Inclusion (ERI) Department hosts a number of projects focussed on personal development and inclusion. We are based in the People First Conference Centre in Carlisle which is hosted by people with learning difficulties and/or autism whilst gaining qualifications.

The ERI Team coordinate the Care and (Education) Treatment Review contract for North Cumbria and the North East. We have been recruiting, training, co-ordinating, providing and supporting Experts by Experience for CETR's since 2015.

The department also run a number of other programmes including Counselling, Youth Projects, Self-Advocacy Groups, education provision, training and Easy Read Service. These programmes are all committed to putting forward the views and experiences of people to ensure that we all have the same chances in life, the same rights, and the same choices.

The Person

We are looking for a person who can co-ordinate our CETR service and engage effectively with professionals, experts by experience and people with learning difficulties and/or autism who are receiving care in Assessment and Treatment Units or are living in the community.

The experts you will be co-ordinating can be a person with learning difficulties and/or autism with lived experience of using services or a family carer.

A Care (Education) and Treatment Review (C(E)TR) happens when a child, young person or adult has been admitted or is at risk of being admitted into a specialist hospital. The underlying aim and ethos of the C(E)TR is to prevent a person going into hospital when it is not necessary and ensure that people are enabled to live back in the community.

You may need to support an expert by lived experience or a new family carer on a Care (Education) and Treatment Review panel to carry out an independent review of a person's care and treatment. The expert's role is to ensure that a person's care and treatment is right for them, talk with them about how it can be made better and make sure that people receive the right care and treatment in the right place.

Qualifications

- Good all round level of education

Skills, Knowledge and Experience

- People engagement / project co-ordination experience desired
- Excellent communication skills and ability to work well with others
- Commitment to equality and diversity with capacity to work with a diverse range of people
- IT literate
- A high standard of written and verbal skills including the ability to write letters and reports
- Excellent organisational skills with the ability to manage a busy workload and to prioritise effectively
- Able to facilitate, collaborate, enable and set the scene for empowerment
- Ability to work well with people from all walks of life
- Enthusiasm and energy – a ‘can do’ attitude
- Experience in designing and developing systems and processes to work creatively and efficiently to meet the changing needs of a project
- Knowledge and understanding of the place of Care and Education Treatment Reviews in current policy and legislation
- Understanding of the history of abuse that led to CETR’s being developed.
- Ability to coordinate the input of others and work effectively with people from a range of professional disciplines and backgrounds
- An understanding of the needs and issues faced by people accessing health, education and social care services
- Commitment to providing a high quality service centred on the needs of individuals who are vulnerable and disadvantaged

Duties will include:

- Becoming familiar with key personnel within the CETR framework across North Cumbria and the North East regarding the coordination of experts attending reviews.
- Coordinating publicity and recruitment with colleagues for new experts and growth of the service
- Induction and training of new/ current experts
- Regular supervision and support of experts
- Overseeing coordination of CETR’s and supply of experts
- Supporting new expert carers and experts by lived experience at CTRs to understand and learn the role.
- Collating monthly expert reports, editing, refining and delivering
- Provide quality and performance reports including internal and external targets and key performance indicators

- Attending relevant meetings
- Bringing the learning from reports back into training
- Keeping updated in changes in appropriate policy, guidance and legislation around CETR's
- Working with the wider ERI team and taking a share in whole team activities
- Reporting to line manager.

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 organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.

The Appointment

Applications should 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:

Confidential – **Senior Engagement Officer (CETR Coordinator)**

And emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry

To arrive no later than 9.00am, Friday 6th August 2021