**Volition / Forum Central Job Description and Person Specification**

**Physical and Sensory Impairment Development Worker**

**Salary:** SO1 SCP 23-25, £28,226 (pro-rata)

**Hours:** Part Time - 21 hours per week

**Holidays:** 28 days (plus bank holidays)

**Employer:** Volition - Leeds

**Line manager:** VolitionDevelopment Team Manager

**Contract:** Permanent subject to funding

**Pension:** 6% Company scheme

**Purpose of post:**

To support and develop Forum Central in its’ objectives including:

* Represent the third sector in the health and care strategic planning and commissioning structures across the city. This role will have a specific focus on disabled people’s organisations supporting people with physical and sensory impairments.
* To support and promote third sector philosophy and practice for the improvement of all health and care services.
* Promote effective communication and partnership between member organisations and with statutory services.
* To coordinate an annual event/activities on behalf of the network, to mark International Day of Disabled People. To generate discussion, debate and celebration.

# **Who we are:**

[Volition](https://forumcentral.org.uk/volition/) is registered charity and Limited Company and the lead organisation within the Forum Central partnership. Forum Central is the collective voice for Leeds third sector in health and care. Our vision is a better quality of life for people in Leeds. Our work is delivered in partnership with [Leeds Older People’s Forum](https://forumcentral.org.uk/older-people/), also a registered charities.

We are a member-led network and connect the fantastic work happening across Leeds’ diverse third sector organisations with that of other organisations and strategic developments happening in health and social care. We promote and support partnership working across the city and provide information for and about the sector. You can find out more about our work [here](https://forumcentral.org.uk/)

Our office is based in Leeds City Centre. We promote agile working and are a flexible employer, with a number of working options to suit the diverse needs of our employees. We are proud to be Mindful Employer Charter Signatories, Living Wage Foundation Accredited and Level 2: Disability Confident Employers



**Duties and responsibilities:**

* To work as part of a small team with both shared responsibilities and individual areas of work.
* To develop good links with member organisations and key individuals in statutory and non-statutory organisations, with a focus on disabled people’s organisations supporting people with physical and sensory impairments.
* To facilitate third sector involvement in planning and development of health and care services - this will include supporting representatives by providing them with information and encouraging feedback and dissemination of information from meetings to Forum Central as a whole.
* To act as a representative of Forum Central in a range of meetings and settings.
* To ensure representation from people from diverse groups within the third sector, with a focus on disabled people’s organisations supporting people with physical and sensory impairments.
* To coordinate an annual event/activities on behalf of the network, to mark International Day of Disabled People. To generate discussion, debate and celebration. With the support of a planning group and wider team members.
* To work with other members of the team to produce regular communications including regular e-bulletins, emails, social media, policy briefings and reports.
* To coordinate Forum Central meetings, special interest groups and other groups as appropriate, with a focus on disabled people’s organisations supporting people with physical and sensory impairments.
* To take a lead, on behalf of Forum Central, on thematic cross-cutting strands of work as appropriate and work collaboratively with wider team members to achieve this.
* To research, write and present reports which reflect the views of the third sector around specific or general issues.
* To ensure that a service user perspective is brought to Forum Central’s work and to share knowledge from service user-led organisations within the third sector.
* To champion accessibility and inclusion for all within health and care settings and information. To work with partners across the city to address and progress actions required, raise awareness and feedback progress and good practice/ knowledge from within the sector for continuous improvement.
* To work with other members in the team to share good practice and raise the profile of the sector.
* To keep up to date with issues and developments affecting the health and care third sector, with a focus on disabled people’s organisations supporting people with physical and sensory impairments.
* To attend and contribute to team meetings and team away days.
* To undertake regular supervision and training as appropriate.
* To provide supervision to Forum Central workers and volunteers as agreed with the Volition Operations Manager.
* To undertake all necessary administration activities with additional support provided by other team members.
* To be aware of and follow (employer’s) policies and procedures, with particular attention to safeguarding, health and safety, and equality and diversity

**Person specification:**

The person specification should be read in conjunction with the job description. It describes the values, skills, knowledge, and experience that are necessary to fulfil the role as outlined in the job description. Please identify the ways in which you meet the person specification and job description in your application.

| **Qualifications, Abilities and Skills** | **Essential** | **Desirable** |
| --- | --- | --- |
| Excellent interpersonal and communication skills including facilitation and chairing meetings, and in understanding and confidently representing a range of different views | X |  |
| Excellent organisational, events coordination and planning skills | X |  |
| To participate at a senior level in a range of different meetings | X |  |
| To understand and summarise complex issues – written and verbally | X |  |
| To quickly grasp key issues from meetings and reports and apply them to work plans | X |  |
| To work creatively and flexibly with a wide range of partners building constructive relationships | X |  |
| Positive attitude to equal opportunity and diversity | X |  |
| Self-motivated, well organised and able to use initiative | X |  |
| **Experience** |  |  |
| Of working in or closely with the third sector | X |  |
| Of undertaking a representative role | X |  |
| Of collaboration with stakeholders in different sectors | X |  |
| Of project development and management |  | X |
| Of working within a partnership |  | X |
| Of coordinating accessible events and meetings. |  |  |
| Lived personal experience of physical or sensory impairment and/or lived experience of Black, Asian or Minority Ethnic Communities |  | X |
| **Attributes** |  |  |
| Lived experience of a physical or sensory impairment |  | X |
| **Knowledge** |  |  |
| Knowledge of the Leeds third sector | X |  |
| Knowledge of Leeds’ disabled people’s organisations supporting people with physical and sensory impairments | X |  |
| Knowledge of national and local policies and their impact on local health and care services, particularly physical and sensory impairment services |  | X |
| Knowledge of different organisational structures in the  Third sector, the NHS and Local Authority |  | X |
| Understanding of the social model of disability | X |  |
| Understanding of the importance of person centred, inclusive and accessible health services and the accessible information standard | X |  |
| Understanding of the importance of usability and accessibility in health information and tech |  | x |