**Lothian Centre for Inclusive Living**

**Job Description**

**Post Title:** Self-directed Support Development Worker

**Post Salary:** AP4, Points 27-30

**Responsible to:** SDS Programme Co-ordinator

**Post Objectives:**

To support the effective development and delivery of the Self-directed Support development programme, including:

* Contributing to the design and development of the programme and all of the activities within it to respond to the aspirations and needs of its participants
* Co-designing and co-facilitating workshops and peer support groups for disabled people, people with long-term conditions and parent carers
* Promoting the programme’s activities widely within and outwith LCiL
* Building ongoing relationships with participants
* Contributing to action research and action learning to monitor progress and further develop the programme

**Main Duties:**

1. **Promotion**
* Advertise and promote workshops, peer support groups and one-to-one peer support widely within and outwith LCiL
* Identify, recruit and support disabled people, people with long-term conditions and parent carers to participate in workshops, courses and peer support groups
* Identify, recruit and support disabled people, people with long-term conditions and parent carers to take up one-to-one peer support and match people with volunteer peer supporters
* Build effective communication with other staff in LCiL to ensure that the programme is well understood and that effective and timely referrals and made to and from it
1. **Volunteer management**
* Work with the co-ordinator to manage, support and develop volunteers (Champions and one-to-one peer supporters) and ensure that they have opportunities to develop new skills. Assist in the recruitment and training of new volunteers if required.
* Provide support and supervision for one-to-one peer supporters. Work with the co-ordinator to facilitate group supervision and support for one-to-one peer supporters and Champions.
1. **Programme design and delivery**
* Co-design workshops, courses and training sessions
* Co-facilitate workshops or courses with colleagues or volunteers
* Manage and administer the practicalities of workshops and peer support groups including taking bookings, room hire, catering, booking PAs and taxis etc
* Manage the one-to-one peer support process, including facilitating matching meetings, co-ordinating subsequent meetings, making referrals to other services and monitoring effectiveness
* Develop and maintain knowledge of available services and activities (both within and outwith LCiL) and signpost or refer individuals to these for support and/or to assist in the achievement of their outcomes
* Work closely with colleagues to develop an integrated programme of activities to work with disabled people, people with long-term conditions or parent carers
* Work with the co-ordinator to develop and run consultation and evaluation activities to elicit the aspirations, wants and needs of participants and potential participants of the programme
* Contribute to progress reports
1. **Engagement and partnership**
* Work in partnership with staff from other organisations to enhance the programme or disseminate learning
* Maintain awareness of the policies and political initiatives that affect the programme area
* Contribute to the development a strategy for securing continuation funding beyond the current period

**Performance Indicators:**

* Delivery of programme targets within budget and agreed timescales
* Outcomes achieved by programme participants
* Volunteers’ skills and morale
* Effective relationships with stakeholders

**Decisions made in the course of the job:**

* Prioritisation of activities within own workplan
* Matching of one-to-one peer support volunteers
* Initiating and maintaining contact with organisations in the voluntary, public and private sectors
* Monitoring and evaluation
* Spending within budget

### Contacts:

* Disabled people, people with long term conditions and parent carers
* LCiL’s Board, staff and members
* Disability organisations and other voluntary organisations
* Schools and colleges
* Local authority and National Government officials and elected members

**Supervision Received:**

The post holder will receive regular supervision from the co-ordinator in accordance with the terms and conditions of service. The post holder will be expected to attend staff meetings, team meetings, training courses, LCiL events and other meetings as appropriate to the functioning of the programme.

**Complexity and Creativity:**

Lothian Centre for Inclusive Living is an innovative and demanding initiative which has a significant impact on the lives of disabled people, their families and the statutory authorities.

The provision of support which enables disabled people to increase their level of self-control in all aspects of their lives is highly complex. It requires sensitivity, a knowledge of services which are available to disabled people, up-to-date knowledge of relevant legislation, an understanding of the concerns of disabled people, a commitment to the Social Model of Disability, and an understanding of the Independent Living philosophy.

The SDS Development worker is required to take initiative on a wide range of tasks and work as part of a team to ensure LCiL maintains an integrated approach. The post holder must be able to work under pressure within a challenging and sometimes uncertain social, political and financial climate.

It is essential that the post holder is able to work within an organisation which is led and managed by disabled people.

**Person specification: SDS Development Worker**

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| **Education and Qualifications** |
| **Essential**  | **Desirable**  |
| * Good general education
 | * Relevant qualification(s)
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| **Skills and abilities** |
| **Essential**  | **Desirable**  |
| * Excellent communication skills, both written and oral
* Excellent interpersonal skills, with the ability to build relationships, negotiate and use influence to work with others
* Good facilitation and group work skills
* Good planning, organisational and time-management skills
* Ability to prioritise a complex workload
* Creative problem solving skills
* Good IT skills
 | * Skills in reflective practice and action learning
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| **Experience and knowledge** |
| **Essential**  | **Desirable**  |
| * Experience of facilitating groups
* Experience of managing volunteers
* Experience working in a person-centred, outcomes-focussed way
* Experience of working effectively as part of a team
* Experience of organising and administering workshops and meetings
* Experience of using Microsoft Word and Excel, and of using the internet and social media for research and event promotion
* Understanding of independent living philosophy and the social model of disability
* Understanding of equal opportunities/ anti-discrimination practice
* Experience of working with confidential information
 | * Experience of facilitating of groups of disabled people
* Experience of facilitating groups to make their own decisions and direct their own learning
* Experience of managing disabled volunteers
* Experience of coaching people
* Experience of designing workshops and events
* Understanding of empowerment and how to support people to make the most of their potential
* Work or personal experience in a user-led environment
* Direct personal experience of impairment
* Knowledge of SDS strategy and legislation
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| **Personal attributes** |
| * Non-judgmental and interested in people
* Flexible and able to respond to changing circumstances
* Sense of humour
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