

Dear Applicant

**Information Officer 14hrs per week
Fixed Term Contract to end March 2019(may be extended dependent on
funding).**

Thank you for your interest in the above post. Enclosed please find:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Criminal Convictions Declaration
- Background Information about LCIL
- Introduction to Services Leaflet

Applications will be judged on ability to relate skills and experiences to the Person Specification. Please return the application form and equal opportunities forms to Admin@lothiancil.org.uk or by post to Florence Garabedian, Chief Executive, LCIL, Norton Park, 57 Albion Road, Edinburgh EH7 5QY, marking the envelope "Application - Confidential". Deadline for completed applications is 12 noon on Monday 27th August 2018.

Please give information as requested on the application form, highlighting relevant experience and in particular any previous involvement you have in working with disabled people. Please note a C.V. will not be accepted.

Yours sincerely,

**Florence Garabedian
Chief Executive**

LCiL

Norton Park, 57, Albion Road, Edinburgh EH7 5QY Tel/Minicom 0131 4752350 Fax 0131 475 2392 Email LCiL@lothiancil.org.uk Website www.lothiancil.org.uk
Lothian Centre for Inclusive Living (LCiL) is a Company Limited by Guarantee. Registered in Scotland 129392. Accepted by the Inland Revenue as a Charity SC/017954

Lothian Centre for Inclusive Living

Job description

Post Title: Information Officer

Post Salary: Equivalent to AP4, Points 27-30

Responsible to: Information Co-ordinator

Purpose of post

The Information Officer will work within a small team whose joint approach is to provide an inclusive information and advice service to Service Users on all aspects of disability and independent living.

Post Objective:

- ▶ To provide information and advice which is accurate, up to date, accessible and relevant to disabled people and their supporters in Edinburgh and Lothian
- ▶ To promote the full participation of disabled people in the mainstream, economic, social and political life of the community in accordance with the policy objectives of LCiL's Board.

Main Tasks and duties:

Information Provision

- ▶ To be responsible for responding to incoming enquiries for information on a wide range of issues including: Welfare Rights and Disability Benefits, Accessible and Concessionary Transport, Community Care Issues and Direct Payments, Housing and Adaptations, Holidays and Leisure, Education and Employment and Disability Discrimination Issues.
- ▶ To ensure that enquiries to the Grapevine, Lothian Disability Information Service are dealt with promptly, accurately and efficiently.

- ▶ To provide advice to individual disabled people with applying for disability benefits, including assistance with the completion of application forms for Personal Independence Payment (PIP) and Attendance Allowance.
- ▶ To identify gaps in information provision, actively seek out and disseminate information and maintain an information library and database of local information relevant to disabled people in Edinburgh and Lothian.
- ▶ To signpost and refer service users to appropriate services for support and advice, including other LCiL services eg: Training, Payroll, Independent Living Team and SDS Capacity Building Programme.
- ▶ To contribute to the production of a range of disability related information leaflets and directories for distribution by Grapevine.
- ▶ To design and write articles for a quarterly disability information newsletter for distribution to LCiL members, service users and partner organisations. To ensure the newsletter is distributed in a range of formats including standard print, large print, Braille and online.
- ▶ To effectively promote and publicise the information service to disabled people through distribution of publicity material to a wide range of agencies in the statutory and voluntary sector.

Development and Liaison

- ▶ To work with a range of agencies to promote access to information for disabled people. To raise awareness of good practice in information provision.
- ▶ To represent LCiL on appropriate boards, committees and forums to raise awareness of disability issues and influence good practice in information provision.
- ▶ To develop and influence new areas of work related to information provision as opportunities arise.
- ▶ To develop awareness of disability issues, welfare rights and good practice in information provision through talks, presentations, workshops, publications, or any other appropriate material.

Other

- ▶ To record information relating to service user enquiries for monitoring of statistics for funders. Ensure that all service user information is kept in confidential files.

- ▶ To record and collate gaps in information provision and pass to Information Co-ordinator.
- ▶ To produce reports from time to time as required by the Chief Executive or the Board of Directors.
- ▶ Any other reasonable tasks concerned with the smooth running of LCiL.

Decisions Made in the Course of the Job

Accountable to the Information and Communications Co-ordinator for all tasks relating to the post.

Decisions relating to:

- ▶ Identifying and responding to information needs of service users and determining appropriate advice and support.
- ▶ Prioritising and organising own workload, managing incoming enquiries and responding to service user's needs.
- ▶ Making recommendations to the Information Co-ordinator regarding gaps in information provision for service users.
- ▶ Identifying areas of further research, training and continued professional development.

Contacts

- ▶ Disabled People, friends and family members and any individual seeking disability information
- ▶ Disability Organisations
- ▶ Voluntary, Statutory and Private Sector Organisations
- ▶ Local Authority Officials and Departments
- ▶ Government Officials and Departments
- ▶ Schools, Colleges and Universities
- ▶ Health Service Officials and Departments
- ▶ Housing Providers and Support Workers
- ▶ Information and Advice Agencies
- ▶ Holiday Accommodation Providers

Supervision Received

The post holder will receive regular supervision from the Information 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 deemed appropriate to the functioning of the service.

Complexity and Creativity

The 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 agencies.

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, knowledge of services which are available to disabled people, a commitment to the Social Model of Disability, and an understanding of the Independent Living Philosophy.

The Information Officer is required to take initiative on a wide range of tasks and work as part of a team to ensure the Centre 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 that is led and managed by disabled people.

Person Specification: Information Officer

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> ▶ Educated to secondary level 	<ul style="list-style-type: none"> ▶ Relevant professional qualification or higher education training
Skills and Abilities	<ul style="list-style-type: none"> ▶ Ability to listen and communicate clearly both verbally and in writing. ▶ Good interpersonal skills ▶ Excellent time management skills, including prioritising enquiries, managing appointments, etc. ▶ Ability to use information technology for purposes of advice provision. ▶ Ability to record information on databases in a clear and consistent manner, including financial information. ▶ Ability to summarise complex themes/issues using plain English. 	<ul style="list-style-type: none"> ▶ Presentation skills, ability to deliver talks/workshops. ▶ Research skills
Experience & Knowledge (Paid or voluntary work)	<ul style="list-style-type: none"> ▶ Understanding of Independent Living philosophy and Social Model of Disability. ▶ Understanding of person-centred working. 	<ul style="list-style-type: none"> ▶ Work or personal experience in a user controlled environment ▶ Knowledge of services available to disabled people. ▶ Basic knowledge housing,

	<ul style="list-style-type: none"> ▶ Experience of information and advice provision across range of formats. ▶ Specialist knowledge of welfare benefits in relation to disabled people, as they relate to disabled people and people with long term conditions. ▶ Understanding of equal opportunities/anti-discrimination practice. ▶ Experience in use of Microsoft Office software ▶ Experience of working with those affected by multiple, challenging and complex needs including those under emotional stress. 	<p>transport, employment, education, community care services.</p> <ul style="list-style-type: none"> ▶ Direct personal experience of disability.
Personal Attributes	<ul style="list-style-type: none"> ▶ Flexible and responsible ▶ Non judgmental ▶ Team worker ▶ Enjoys a challenge ▶ Ability to work under pressure and to work off own initiative. ▶ Pays attention to detail. ▶ Committed to personal development and training. 	
Other Requirements	<p>Occasional work at evenings or weekends according to needs of service.</p> <p>Taking part in training/events which may involve travel outwith Edinburgh and Lothians.</p>	

Application Form for Post of - Information Officer

Closing date: Monday 27th August 2018

Lothian Centre for Inclusive Living has an Equal Opportunities Policy. This application form is in four parts: Form 1 contains personal information; Form 2 will be used to select candidates for interview; Form 3 is for monitoring purposes only and has no bearing on selection; Form 4 will only be read if you have demonstrated the skills, knowledge and experience for the post, following the interview.

All applicants must complete all parts of this form. CVs will not be accepted.

If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

Applicant's Personal Information

Surname	
Initials	
Telephone Number	
Mobile Number	
Email Address	
Postal Address, first line.	
Postal Address, second line	
Postal Address, third line	
Postal Address, Town.	
Post Code	

Declaration

I agree that the information I have supplied throughout this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: _____ Date: _____

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed copy then.)

References:

Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to refer to your present (or most recent) employment.

	Reference 1	Reference 2
Name		
Position		
Relationship to you		
Title of referee		
Company		
Postal Address, line 1		
Postal address, line 2		
postal address, town		
Post code		
Email address		
Telephone number		

May these referees be contacted prior to an offer of employment being made?
Yes / No (delete as appropriate)

History of Education and Training

Name of Educational Establishment	From	To	Qualifications Gained

Please give details of any other qualifications or skills you have acquired which are relevant to this application, including voluntary work and commitments, membership of organisations etc.

Work History (including voluntary work)- starting with current/most recent

Name of Employer	Position held & Salary	From Month & year	To Month & year	Main Duties and reason for leaving

Additional Information

Please use this section to explain how your previous experience, abilities, skills and achievements would enable you to meet the requirements of this post. (Please ensure you refer to the person specification as this will be used as the basis for shortlisting).

You may wish to add a continuation sheet/s

Before emailing/ posting please make sure you have completed Forms 1, 2, 3 & 4.

Completed applications emailed to: Admin@lothiancil.org.uk.

Postal applications marked: **Application, Confidential"** to be sent to:
Florence Garabedian, Chief Executive, Lothian Centre for Inclusive Living, Norton Park, 57 Albion Road, Edinburgh EH7 5QY.

LCiL: Equal Opportunity in Employment Policy Monitoring

LCiL is committed to the successful development of an equal opportunities policy in relation to the recruitment and selection of staff.

To assist in the implementation and monitoring of this procedure, applicants for posts with LCiL are asked to provide the information below.

This document will be separated from your application form. The information you provide will be treated in strictest confidence.

Post applied for: Information Officer

Where did you find out about this post?

Notes:

Racial Equality - The categories used in section 1 have been recommended by the Commission for Racial Equality

Disability Equality - LCiL operates within the Social Model of Disability and as such uses the following definition of disability and impairment namely:

Disability -The loss or limitation of opportunities to take part in the normal life of the community on an equal level with others due to physical and social barriers

Impairment: The loss or limitation of physical, mental or sensory function on a long-term or permanent basis
(Disabled People's International, 1981)

LCiL: Equal Opportunity & Diversity Monitoring Form

1. What is your ethnic group?

Choose 1 section from A - E then mark X to indicate your cultural background

A. White	
Scottish	
Other British	
Irish	
Other White - please give details	

B. Any mixed background - please give details	
--	--

C. Asian	
Scottish	
British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Other Asian background - please give details	

D. Black	
Scottish	
British	
Caribbean	
African	
Other Black background - please give details	

E. Other Ethnic background - please give details	
---	--

I do not wish to disclose ethnic group	
--	--

Please mark X next to your selected category

2. Age

16 – 25	
26 – 34	
35 – 44	
45 +	

3. Gender

Male	
Female	
Transgender	
I do not wish to disclose	

Please mark X next to your selected category

4. Disability

Do you consider yourself to be a disabled person?	
Yes	
No	
I do not wish to disclose	

5. What is your sexual orientation?

Bisexual	
Heterosexual/straight	
Gay man	
Gay woman/lesbian	
I do not wish to disclose	

6. Religious Belief

Atheism	
Christianity	
Islam	
Judaism	
Agnosticism	
Buddhism	
Hinduism	
Jainism	
Sikhism	
Other - please give details	
I do not wish to disclose	

**Lothian Centre for Inclusive Living
Criminal Convictions Declaration**

Important:

Please read carefully to ensure you fill in this part of the application correctly.

It is LCIL policy to ask for a criminal conviction declaration where this could be relevant to a particular post. This offers an opportunity for an applicant to provide more detailed information about the circumstances of their conviction.

You Should:

- Answer the question about criminal convictions on the next page.
- Fill in **Part 1** of this form if you have any convictions spent or unspent.
- Read & sign **Part 2**.
- Enclose the completed form with the rest of your application.

If the Interview panel intend to offer you the post following interview the information you have provided on the form will need to be considered in relation to the requirements and nature of the post. Only at this stage will the interview panel see this statement.

The panel may decide on any of the following actions:

- Decide not to appoint you. The reasons for this will be explained to you in writing.
- Invite you to discuss the details and seek a standard or enhanced criminal records disclosure.
- Offer you the post subject to a standard or enhanced criminal records disclosure.

Any information given in this form will be treated in the strictest confidence.

Applicant's Name _____

Post applied for Information Officer

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the (Exceptions) Order 1975.

Should you be selected for interview you are required to disclose all convictions (spent or unspent).

Should you be appointed to the above position you will also be required to provide permission for a Standard/Enhanced disclosure under the terms of the Police Act 1997 (Part v).

Do you have any criminal convictions (spent or unspent) or any which are pending against you?

No (If you have no convictions and no action pending against you please go to part 2 and sign the declaration form).

Yes (If you have conviction(s) please go to part 1).

(please delete as appropriate)

Part 1

- a) Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
- b) Please give details of the reasons and circumstances that led to your offence(s).
- c) Please give details of how you completed the sentence imposed, for example:
- Did you pay your fine as required?
 - What conditions were attached to your probation, community service, supervised attendance order?
 - Did you comply with the requirements of your order/custodial sentence?

d) Has any other organisation(s) supported you to work through any of the above issues?

e) What have you learned from the experience?

Part 2

Declaration (I certify that all of the information contained in this form is true and correct to the best of my knowledge and realise that any false information or omissions may lead to dismissal. I give permission to Lothian Centre for Inclusive Living to seek an enhanced disclosure from Disclosure Scotland under the terms of the Police Act 1997 (Part v)).

Signature: _____ Date: _____.

The information given in this form will be treated in the strictest confidence.

Lothian Centre for Inclusive Living (LCiL) Organisational Information



"LCiL works with disabled people to take control of their own lives, support their choice to take up their rights and enable their full participation in society"

1. The Aims of LCiL

The main aims of the Lothian Centre for Inclusive Living are: -

- ✓ Provide a range of services to support Independent Living, developed and managed by and for disabled people.
- ✓ Support the right for disabled people to live independently and take control of their own lives
- ✓ Provide the opportunity for disabled people to further their own personal and professional development
- ✓ Challenge the attitudes, and the physical and social barriers that create disability

2. Background

LCiL has its origins in the work of the Lothian Independent Living Group (LILG), a consumer group of disabled people, and the Lothian Coalition of Disabled People (LCDP), the former Lothian wide campaigning organisation for disabled people. Both groups were concerned with equality for disabled people and subscribed to the Independent Living philosophy. In 1989 LILG and LCDP recognised the importance of establishing an organisation that would provide a range of services based on needs directly identified by local disabled people, that would adhere to the social model of disability, and that would be directly accountable to disabled people.

Three people had already convinced Lothian Region Social Work Department that they should be given money directly to employ their own Personal Assistants, and were operating their own independent living schemes as a pilot. At the same time, they (and other people) were inspired by the work of CILs in Hampshire, Derbyshire and abroad, and were determined to set up a similar organisation in Lothian. LCiL would become the first organisation of its kind in Scotland, with a basis firmly rooted in the national and international disability movement.

3. The Operation of LCIl

The Company and the Board

The Lothian Centre for Inclusive Living operates as a charitable company with limited liability. There is a membership and an elected Board of Directors. The Board has a maximum number of 9 and minimum of 6 members. More than half of the Board of Directors must be disabled people and the Convenor must also be a disabled person.

The Board sets the framework and strategies of operation and development of the Centre. The staff are employees of the company through the Board of Directors.

Operations Team

The operations team consists of the:

- ▶ Chief Executive (F/T)
- ▶ Office and Human Resources Coordinator (F/T)
- ▶ Fund Raising Development Coordinator (P/T)
- ▶ Administrator (F/T)

4. Key Tasks

LCiL, through its staff and under the guidance of the Board, aims to carry out key tasks in pursuit of its overall objectives. In short, these tasks are:-

- ✓ To provide information, and support to disabled people to enable them to set up their own independent living packages.
- ✓ To provide training on relevant topics which will enable disabled people to gain the skills and confidence to make informed decisions about their life style
- ✓ To offer training on Disability & Independent Living issues which can inform good practice of other organisations and enable them to comply with relevant legislation
- ✓ To provide a payroll service for disabled people who employ their own support staff.
- ✓ To provide training opportunities to those wishing to be employed as personal assistants.
- ✓ To provide an accurate, up to date and accessible disability information service.

5. Location of Services

LCiL's main office is located in Norton Park, a building which houses over 20 other voluntary organisations.

6. How is LCIl funded?

LCiL has a Service Level Agreement with the four Lothian local authorities to deliver some of the services above. The organisation, however, actively seeks funding from other sources such as:

- ▶ Scottish Government grants
- ▶ Trusts and Charitable organisations grants
- ▶ Lottery grants
- ▶ Contracts with other organisations

7. Service Provision

7.1 Independent Living & Training Team

Staff

- 1 x Independent Living & Training Team Co-ordinator (F/T)
- 2 x Independent Living Officers (F/T)
- 3 x Independent Living Officers (P/T)
- 1x Training Administrator (P/T)

The Independent Living & Training Team, under the direction of the Independent Living & Training Team Co-ordinator, assists individual disabled people to set up and maintain flexible Independent Living packages.

The team of Independent Living Officers supports those wishing to access Self-Directed Support and Independent Living Funds. The advice and support offered covers issues relating to community care, support planning, the recruitment and management of staff or contracting with care agencies.

Local Peer Support groups for Personal Assistant Employers are also facilitated by the Independent Living Team.

The Independent Living & Training Team works closely with all LCIl service teams to ensure that individual service users have access to a comprehensive, effective service.

The Training Service exists to ensure that disabled people, Direct Payments Support organisations and any other relevant, interested organisation has access to training opportunities on disability issues such as Equality, Independent Living & Self-Directed Support. Personal Development training is also offered to disabled people to ensure that they are able to access training courses which enable them to make informed choices/decisions about taking control of their own support packages.

The Training Programme which has been developed for and by disabled people comprises of courses for existing and potential disabled employers on a range of topics relevant to being an employer. If funding is available, it also offers a short course to new Personal Assistants (PA) which includes sessions on Disability Equality and the Role and Responsibilities of a PA.

7.2 Payroll Service

Staff

- 1 x Accounts & Financial Services Co-ordinator (F/T)
- 1 x Payroll Support Officer (F/T)
- 2 x Payroll Officers (F/T)
- 2 x Payroll Officers (P/T)
- 1 x Payroll & Pensions Administrator (F/T)
- 1 x FMS Administrator (F/T)

The Payroll Team currently provides a comprehensive, computerised payroll service for an average of 712 Personal Assistant Employers per year who are employing around 1,061 Personal Assistants. The Personal Assistant Employers figures continue to increase at a steady rate. The number of PAs employed fluctuates on a monthly basis.

7.3 Grapevine: Disability Information Service

Staff

- 1 x Information and Communications Co-ordinator (P/T)
- 3 x Information Worker (P/T)

The Grapevine Disability Information Service, under the direction of the Information and Communications Co-ordinator, provides free, confidential information and advice on any disability matter to disabled people and their supporters in Edinburgh. Grapevine seeks to enable disabled people to act on their own behalf through information provision. We believe everyone has a right to accurate, accessible information which informs them of their rights and choices to take control of their lives.

The Information Service provides information and advice on a wide range of disability issues including disability benefits, community care, self-directed support, accessible transport, equipment, housing and adaptations, education and employment, leisure activities and holidays, equality and improving access. The service responds to over 100 enquires per month via the telephone helpline and email/online enquiries. The service also provides face to face appointments for disabled people who require assistance with Personal Independence Payment (PIP) forms and Attendance Allowance forms at our offices in Norton Park. Outreach work in the community also takes place through the provision of talks to disabled people's groups and information surgeries.

7.4 Communications:

The Information and Communications Coordinator also has a role in overseeing communications within and out with LCiL. This involves ensuring the LCiL brand is reflected in our publications, website and other electronic media, increasing our public profile through events, conferences, press activity and working alongside the CEO to ensure the organisation reflects the social model of disability and principles of independent living in all its communications.

7.5 Self Directed Support Development Programme

Staff

- 1 x Programme Coordinator (F/T)
- 1 x Development Worker (P/T)
- 1 x Administrator (P/T)

The development programme is funded by the Scottish Government under the Self Directed Support programme fund to develop independent, user-led support and information and capacity building fund for support and information organisations.

The SDS development programme responds to local SDS developments in the Lothians, and ensures that LCiL's future support/information services meet the local demand effectively and creatively. The SDS development programme enables LCiL to:

- take a coordinated approach to enable LCiL to offer an improved SDS support service better suited to the needs of individuals using with self-directed support packages. Including developing support and brokerage models.
- research the needs and develop support resources and systems.
- influence local SDS policy and practice. Including working in co-production with local authorities and pro-actively engaging with local authorities and other agencies while involving disabled people, people with long term conditions and their supporters.

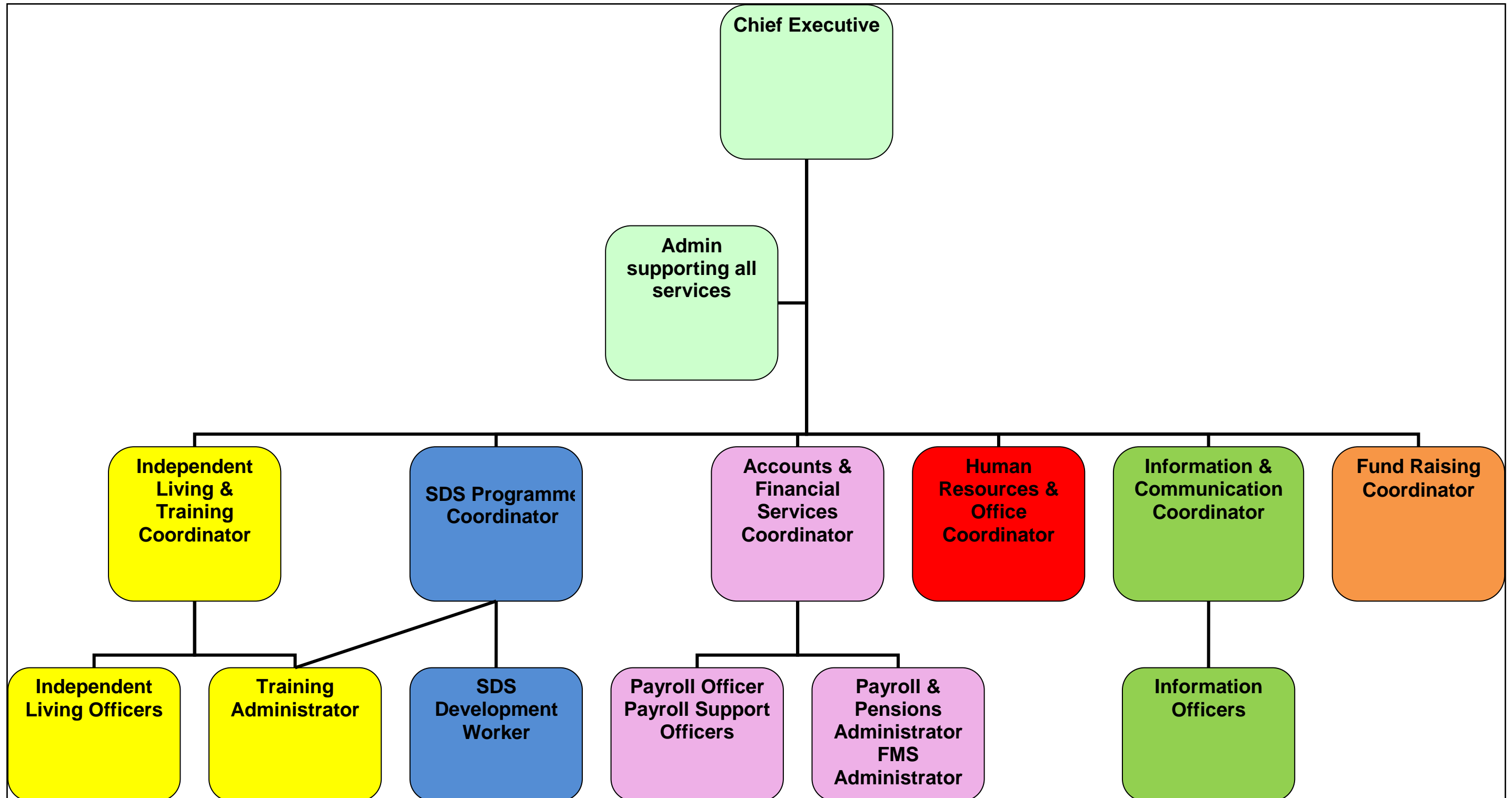
As part of the SDS development programme LCiL has developed a **Champions programme**, which has trained and equipped a group of disabled people, people with long-term conditions and carers as Champions who promote understanding of Independent Living and SDS, and raise the profile of LCiL and Disabled People's Organisations. The Programme Coordinator co-ordinates the Champions.

Each of the nine Champions has a Buddy who is a member of LCiL staff and who supports them to carry out their role. Champions meet together regularly to share learning and have formed a strong peer support group. During its first year of operation the programme became an integral part of LCiL and has been instrumental in influencing how SDS is implemented.

A video has been made showing how the programme was set up and the outcomes during the first year:

<https://www.youtube.com/watch?v=IBOgiFS25qE>

LCiL Board



Getting in touch



To find out more, contact us at:
Lothian Centre for Inclusive Living
Norton Park, 57 Albion Road
Edinburgh, EH7 5QY

(our offices are fully accessible, with parking available)



0131 475 2350 (10am – 4pm)
18001 0131475 2383 (text direct)
lcil@lothiancil.org.uk

or visit our website:

www.lothiancil.org.uk



Find us on Facebook



Follow us on Twitter

Grapevine

0131 475 2370

(Mon-Fri, 10-4)

grapevine@lothiancil.org.uk

Information is available on request in a range of formats:

Audio



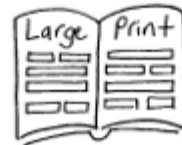
Braille



Easy words



Large Print



LCiL is a registered charity number SC017954

Pictures from CHANGE Picture Bank & London People First



Lothian Centre for Inclusive Living

LCiL works with disabled people, people with long-term conditions and older people, parents and carers in Edinburgh and the Lothians.

We support people to:

- live more independently
- be more in control
- use self-directed support

What we do and our services

About us

We are a user-led disabled people's organisation, and a registered charity.

We're part of the Independent Living Movement and we work with disabled people to take control of their own lives, support their choice to take up their rights and enable their full participation in society.

Our services are designed and delivered by disabled people.



Providing you with information and one-to-one support to manage your own self-directed package.

Wages processing and administration if you employ your own personal assistants (PAs).

Financial Management Service to help you budget and plan, make payments and manage paperwork.



Free, confidential disability information and advice to people in Edinburgh

For individuals or organisations on topics such as Disability Equality and self-directed support. Skills training for disabled employers and PAs.



Workshops, peer support groups and one-to-one peer support to help parent carers and disabled people in the Lothians increase their knowledge, skills, confidence and resilience.

A group of service users who're trained and supported to share their lived experience of independent living, self-directed support, L*CiL* services and peer support.

