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# Job Description and Person Specification:

# Project Co-ordinator - Young People for Inclusion

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| **Job title** |  | **Young People for Inclusion Co-Ordinator** |
| **Salary:** |  | £30,542 inc London Weighting (£24,434 pro rata) |
| **Hours:** |  | 28 hours per week (some evening and weekend work will be required) |
| **Employed by:** |  | Elfrida Rathbone Camden |
| **Responsible to:** |  | Family and Community Support Services Manager |
| **Location:** |  | ERC Offices and if possible, for part of the week colocation with a community-based service for disabled people ` |
| **Job Purpose** |  | Young disabled people will be supported and trained to work directly with public, private and voluntary sector organisations to improve their accessibility, service delivery and policies so that they become more inclusive for everyone. The programme will build the confidence and skills of young disabled people in weekly sessions of bespoke training, life skills, peer support and guest speakers. The sessions will also prepare young disabled people for their direct work with organisations, using group training and experiential methodology. |

**Main responsibilities**

1. To support young disabled people to influence positive change in their community based on their lived experience and by working with public, private and voluntary sector bodies to improve policies and practices that impact on disabled people.
2. To support young disabled people to increase their employability, workplace and job skills - such as problem-solving and project management, through regular learning and planning sessions with access to specialist speakers.
3. To enable young disabled people, take part in group and community activities which increase their awareness of their rights and the responsibilities of service providers’.
4. To support young disabled people to join monthly forum meetings with a group of peers who have made successful transitions to living independently in the community and who will act as mentors to facilitate socialising and discussing community topics.
5. To support a Project Steering Group involving young disabled people by organising meetings and addressing all transport and accessibility issues.
6. To identify the skills, interests, and training requirements of YPFI members.
7. To promote and advertise YPFI through the media and local statutory and voluntary networks including arranging publicity and events and visiting resources used by young disabled people.
8. To build relationships and partnerships and attend meetings with external stakeholders and organisations, that further the aims YPFI
9. To maintain written records and provide reports and monitoring information for funders as required and to ensure all expenditure is within set budgets.
10. To identify and report any safeguarding concerns for children or vulnerable adults, and to follow Elfrida Rathbone Camden’s Safeguarding Policy and procedures.
11. To follow all other Elfrida Rathbone Camden policies and procedures including those relating to to Confidentiality, Equality and Diversity, and Health & Safety.
12. To carry out other relevant duties as appropriate and required.

**Person Specification**

**Essential**

1. An understanding of the Social Model of Disability and awareness of the main issues and policy areas which impact on the lives of Disabled people.
2. Knowledge and experience of enabling people in diverse communities including disabled people to access services and support.
3. The ability to build effective working relationships to enable a project to grow and thrive.
4. Excellent organisational skills and ability to support others to plan and organise.
5. Strong coaching skills with the ability to get the best out of people.
6. Knowledge of safeguarding processes and responsibilities.
7. Awareness of support needs around emotional and mental health for young disabled people.
8. Experience of working in partnership with service users or with organisations led by service users.
9. Ability to work flexibly under pressure and manage own workload.
10. Good IT skills and experience of using social media to engage people, as well as an understanding of the risks involved in this.
11. Appropriate levels of numeracy and literacy at a standard required for the role.
12. Commitment to supporting equal opportunities and Elfrida Rathbone Camden’s Equality and Diversity policy.

**Desirable**

1. Lived experience of disability or health condition.
2. Understanding of the principles of co-production.
3. Relevant professional or vocational qualification (eg youth work, social care, knowledge of BSL and/or Makaton).
4. Experience of campaigning and advocacy.

**Special conditions of service**

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975, as amended, pursuant to Section 4 (4) of the Rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The postholder will be required to work outside normal hours, including attendance at evening meetings.