



## Ecasis Youth Services

### Background Notes

#### 1. Background

Young people with physical disabilities have a continuing need for advice on aids, adaptations, assistive products, personal care and other areas of support for daily living. However, the range of their needs goes well beyond consideration of their impairments and limited physical activity and into issues of civic participation, independence, further education and employment. They aspire to contribute to society and be as independent as possible with help and not be defined by their disability. Available evidence (including from our own research) strongly suggests that these aspirations do not match reality. Young disabled people lack the support they need to plan for their future; a plan that reflects their own individual priorities, their capacities and the support required. Turning these plans into action requires interagency service co-ordination as well as working with individuals.

Ecasis employed an Intern from University of Edinburgh in 2017 and again in 2018 to conduct research into the needs of younger physically disabled people. As a result of these research projects, we feel confident that the introduction of a new service will help to fill a gap in current service provision and enable us to provide a service that has the potential to transform the lives of younger disabled people in a sustainable and meaningful way.

#### 2. Service Summary

Disabled people's perception of themselves is often shaped by their life experiences which have largely been focused on the things that they cannot do due to their impairments. Our new service will challenge these negative perceptions by instilling a 'can do' attitude through delivering a programme of group workshops, complemented by intensive one to one support. We will work with disabled people to raise their awareness of life skills such as budgeting, moving into their own home, adult benefits and making their own choices. We recognise that these skills may be particularly relevant for disabled people aged 18 to 25 making significant life transitions and who may have a lower baseline of such life skills.

The service will comprise of two interconnected components; Outreach Officer and Workshops Group Leader who will deliver training and learning workshops.

**2.1 The Outreach Officer** Overall aim of the Outreach Officer will be to develop and build strong, sustainable relationships with key stakeholders and partner agencies as well as reaching out to young disabled people. Understanding and knowledge of what support is available will be key to identifying suitable pathways when people are ready to move on from their participation in a program of workshops. The post-holder will also be responsible for referring young disabled people to the program of workshops and supporting their participation as well as supporting disabled people with developing their individual action plans.

**2.2 The Workshops Group Leader** will design and deliver a program of workshops and work with participants to improve their confidence and, in conjunction with the Outreach Officer, identify suitable pathways to enable their goals and ambitions to be realised. The key role of the Workshops Group Leader will be to instil a 'can do' attitude amongst participants through increasing their confidence, self-esteem and performing a skills audit. We will be flexible on the themes for workshops as the group participants themselves will decide on the priorities for them. This will ensure that the participants are fully involved in the design of the workshops.

## **2.3 Workshops**

Our programme of workshops will offer disabled people an opportunity to develop new life skills, interests, meet others in the same or similar situation and work towards identifying their life goals and will focus on delivering multiple outcomes (including empowerment, independence, life skills and personal development). The workshops will be held in a room at our office, which is fully accessible. At the end of the program of workshops, participants will be given one to one support in drawing up their individual action plans and suitable pathways will be identified to enable their goals and ambitions to be realised. Participants will also be encouraged to become Ambassadors or Speakers, acting as role models for younger disabled people. Ecas is also keen to create an Advisory Committee of young disabled people to ensure that young people's views inform the long term planning of Ecas' services.

## **2.4 One to one Support**

Our service is built around key complementary group activities followed by on-going dedicated one to one support. We recognise that individuals can have different goals and aspirations and that, even where the goals are the same, routes to attaining these can vary. One to one support will therefore be a key way of delivering on individual outcomes.

## **3 Management**

The service will be managed from the Ecas office and the Outreach Officer will be line managed by the Ecas Manager. The Workshops Group Leader will be managed by the Outreach Officer. Initially the Outreach Officer would be employed for 3 days per week and the Workshops Group Leader on sessional basis at 3 hours per week. We anticipate the Group Leader to be appointed around 6 months after the appointment of Outreach Officer.

## **4 Training and Vetting**

Both the post holders will be subject to Protection of Vulnerable Groups (PVG) Scheme membership and Ecas is already registered with the relevant authorities. Where required, training in disability issues, including in Social Model of Disability, will be provided. Both the post holders will also be expected to undergo Wheelchair Training. As part of their induction, both the post holders will familiarise themselves with relevant policies and procedures.

## **5 Current Staffing Structure**

Ecas currently employs 15 staff. This includes full time and part time posts. The office team is made up of the Chief Executive/Befriending Manager, Manager, Befriending Assistant, Administrator and Social Media and Communications Co-ordinator. Remaining staff are responsible for delivering our activities which include arts, crafts, computing, music, reading and creative writing, swimming, tai chi and yoga.

### **Note:**

Prospective candidates should note that this is a new service being introduced by Ecas from its own resources. As the service evolves, there will inevitably be things that will work well and others not so well. Ability to be flexible and learn from experience will therefore be important.



## Job Description

### Outreach Officer

#### Background

Ecas is an Edinburgh based charity, established over 100 years ago to improve the quality of life of physically disabled adults in Edinburgh and Lothian. It achieves its aims by organising therapeutic, learning and social activities and providing a befriending service for socially isolated disabled people. We also provide financial assistance to individuals to help meet the additional costs associated with disability.

#### Purpose of Job

Overall aim of the Outreach Officer will be to develop and build strong, sustainable relationships with key stakeholders and partner agencies as well as reaching out to young physically disabled people aged 18-25. This will involve the post-holder in undertaking both networking and outreach activities with relevant agencies and individuals. The post-holder will also be responsible for facilitation of training and learning programmes and providing one to one support in assisting disabled people to prepare and implement their Personal Action Plans.

#### Main Duties

- Networking and outreach activities with relevant agencies and individuals
- Promote Ecas' services to relevant agencies and individuals through a variety of mediums including social media
- Identify and maintain collaborative working opportunities with other support agencies
- Identify, recruit and support disabled people's involvement in the new service
- To assist with the recruitment of Workshops Group Leader to deliver training and learning programmes
- To work closely with the Workshops Group Leader in developing materials for training and learning programmes
- Adhering to Health & Safety and other statutory compliance.
- keeping abreast of strategic developments in relation to young physically disabled adults at both national and local levels.
- To show an active interest in professional development
- Work alongside Social Media and Communications Co-ordinator to raise awareness of the service and engage with young disabled people
- Provide regular verbal or written reports for the Manager/Chief Executive.
- Maintenance of effective administration of records and filing relating to the role.
- As a member of a small office team assist in other reasonable tasks as required.
- To comply with Ecas staff policies.
- Be primarily self-servicing including writing letters and reports, keeping appropriate records and assisting with administrative tasks.
- Any other reasonable duties appropriate to the smooth running and development of the venture.

## **Essential Requirements**

- Experience of managing services and working within allocated budget
- Experience of providing one to one support
- Experience of developing sustainable relationships with a range of individuals and organisations
- Sound understanding of barriers faced by young disabled people when accessing services
- Excellent communication skills, both oral and written
- Highly developed IT skills, particularly in the use of Microsoft software applications and Access database
- Able to work independently and flexibly with minimum of supervision and able to organise and prioritise own workload
- Strong belief in equality of opportunities
- Able to maintain confidentiality and adhere strictly to Ecas' data protection policies and guidelines.
- The post requires the post holder to have one to one unsupervised access with an adult at risk on a frequent and routine basis and is therefore subject to PVG Scheme membership.

## **Desirable Requirements**

- At least 2 years' experience of working with young disabled people
- Basic understanding of Social Model of Disability
- Presentation skills
- Advocacy skills
- Knowledge of existing services for physically disabled people in Edinburgh and Lothian
- Experience of supporting disabled people, possibly with complex needs, in developing Personal Action Plans using Person Centred Planning

## **Limit of authority**

- Any comments and any correspondence affecting matters of policy must be referred to the Manager or Chief Executive.
- Financial expenditure requires prior approval of the Manager or Chief Executive.

## **Other Relevant Information**

Applicants are asked to note that this is a new venture being introduced by Ecas. Ability to adapt to changing circumstances and openness to introducing new approaches may therefore be required. Hence, this job description may change accordingly.

## Person Specification Outreach Officer

CRITERION	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Educated to degree level		✓
<b>Experience/ Knowledge</b>		
2 years of experience working with young physically disabled adults or in a similar role		✓
Previous experience of building good and effective working relationships, both internal and external	✓	
Management and delivery of services and working within allocated budget	✓	
Understanding team working and group participation	✓	
Working on own initiative	✓	
Working on a one to one basis with vulnerable people	✓	
Knowledge of existing support services for disabled people in Edinburgh & Lothian		✓
Understanding of Person Centred Planning	✓	
<b>Skills</b>		
Working in a flexible and non-judgemental way	✓	
Able to assess needs and respond accordingly	✓	
Ability to communicate, listen and negotiate	✓	
An understanding of the support needs of people with disabilities.	✓	
Basic understanding of Social Model of Disability		✓
Computer literate	✓	
Excellent communication skills	✓	
Presentation Skills		✓
Advocacy Skills		✓
<b>Others</b>		
Protection of Vulnerable Groups (PVG) Scheme membership	✓	
Flexibility on duties undertaken and hours worked, to meet the needs of the service beneficiaries	✓	

# Terms of Appointment and Application Process

## 1. Terms of appointment

- The post is part-time for 21 hours per week. Working pattern to be agreed. Ecas operates a flexi-time system.
- The post is initially offered on a one-year contract with possibility of extension.
- The full time equivalent (fte) salary will be £24,000 and the salary paid will be *pro rata* based on 21/35 fte.
- There will be a probationary period of 6 months.
- Holiday entitlement is *pro rata* based on 30 days (which includes statutory holidays) fte.
- There is an optional contributory pension scheme after 3 months. Candidates should note that Ecas is subject to pensions auto-enrolment.
- The appointment will be subject to membership of the PVG Scheme.
- The appointment will be subject to medical checks.
- The place of work will be Norton Park, 57 Albion Road, Edinburgh EH7 5QY.
- Lone working may be required, a lone working policy is in place.

## 2. Application process

To apply for this post, please send us your C.V. with the names of two referees. Please also send a covering letter (preferably 1 side, but maximum 2 sides, of A4 with minimum 11 font) making clear how you meet the skills and experience required, and saying why you consider you would be suitable for the post. Referees will not be contacted until an offer has been made and accepted.

Completing the Equal Opportunities Monitoring Form is entirely voluntary and will be used for analysis purposes only. The information supplied will be kept confidential and will not be forwarded to the recruitment panel.

We value diversity, promote equality and encourage applications from people of all backgrounds.

**The closing date is 4pm Friday 30<sup>th</sup> August.**

**Interviews will be held on Monday 16<sup>th</sup> and Thursday 19<sup>th</sup> September.**

### **Applications should be sent to:**

Janice Todd, Administrator

Email: [janice@ecas.scot](mailto:janice@ecas.scot)

Address: Norton Park, 57 Albion Road Edinburgh, EH7 5QY

## EQUAL OPPORTUNITIES MONITORING FORM

We are an equal opportunities employer and as such we ask all candidates to complete and return this Equal Opportunities Monitoring Form. If you prefer, you may return this form in a separate envelope.

The data gathered will help us to monitor the effectiveness of our equal opportunities policies and procedures. It should be completed anonymously and will be held and processed separately from your application.

**THIS INFORMATION WILL HAVE NO IMPACT ON THE FINAL RECRUITMENT DECISION.**

Position applied for	Outreach Officer
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In each section listed below, please choose one option by marking 'X' in the appropriate box.

### AGE

16-24		25-29		30-34		35-39	
40-44		45-49		50-54		55-59	
60-65 +		Prefer not to say					

### DISABILITY

<p>The Equality Act 2010 defines a disability as a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.</p> <p>Do you consider that you have a disability?</p>				
Yes		No		Prefer not to say

### GENDER

Male		Female
Prefer not to say		

### MARITAL OR CIVIL PARTNERSHIP STATUS

Married		In a registered civil partnership
Not married / in a civil partnership		Separated
Divorced		Widowed
Prefer not to say		

**ETHNIC GROUP**

<b>Asian / Asian British</b>		<b>Black / Black British</b>	
Bangladeshi		African	
Chinese		Caribbean	
Indian			
Pakistani			
Other Asian background (please specify)		Other Black background (please specify)	

<b>Mixed Ethnic Group</b>		<b>White</b>	
White and Asian		White British	
White and Black African		White Irish	
White and Black Caribbean			
Other Mixed background (please specify)		Other White background (please specify)	

<b>Other Ethnic Group</b> (please specify)	
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Prefer not to say	
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**SEXUAL ORIENTATION**

Bisexual		Homosexual / Gay / Lesbian	
Heterosexual		Prefer not to say	

**RELIGION OR BELIEF**

Buddhist		Christian	
Hindu		Jewish	
Muslim		No religion	
Sikh		Prefer not to say	
Other religion or belief (please specify)			

Date	
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**Please do not sign this form.**