



### Job Description

**Designation:** Development Worker (self-directed support (SDS))

**Responsible to:** Project Manager

**Salary:** £23,987, 35 hours per week

### **Purpose of Job:**

Voluntary Action North Lanarkshire and Community Solutions Programme which is the community capacity building and carer support arm of Health and Social Care North Lanarkshire have secured funding through the Scottish Government Support in the Right Direction fund to develop a project supporting people to access social and community care as well as local community supports and services in North Lanarkshire. The project is hosted and managed by North Lanarkshire Disability Forum (NLDF).

The project compliments and adds to existing local social work provision by focussing one to one support for people who are not eligible for a social care budget to ensure they are better supported within the community and are able to access and manage support that maximises their assets and helps meet personal outcomes. This post will run until March 2022 with a possible extension (funding dependant) extending the reach of the project across all localities within North Lanarkshire. We are looking for a strong communicator to strengthen our existing team in helping people through this difficult time by further developing our online groups and connecting people to other local resources, this involves having conversations around practical and emotional issues about community supports, a place to discuss the current climate and the issues for people with or without an SDS budget around a particular issue or topic, e.g. mental health, housing, employment, gardening, art. This role is to provide an opportunity for people to discuss issues in an informal way. The ideal person will also have experience of marketing and promoting projects to engage and encourage involvement of the target group. This post is subject to membership of the PVG scheme.

### **Duties & Responsibilities:**

- To provide one to one support and signposting to those not requiring a social care budget
- To tap into our established database of available SDS services
- To make referrals and signpost to the appropriate support.
- To liaise with key partners
- Deliver information sessions, and manage a 'forum' type discussion area across all localities in North Lanarkshire using online and face to face mechanisms, depending on the government Covid 19 guidelines.
- Represent the organisation and undertake networking activities
- Carry out related administrative support tasks, record work, add to existing database and maintain contacts systematically and appropriately



- To work collaboratively and positively with partnership agencies, service users and carers, a wide range of stakeholders and organisations
- Undertake information / project analysis
- Communicate information and issues, including briefings and reports
- Contributing to training and development workshops
- Any other duties as specified and agreed with Manager.

	Essential	Desirable
<b>Qualifications:</b> Educated to degree level /qualification in health / social care or ability to demonstrate relevant experience.		Desirable
Driving License and own vehicle	Essential	

<b>Knowledge/Experience</b>		
• Project design, development and management		Desirable
• Communication, social media skills and experience	Essential	
• Planning and evaluation	Essential	
• Working with a diverse range of partners	Essential	
• Organising and participating in meetings and project groups	Essential	
• Event management and facilitation		Desirable
• Demonstration of ability to work collaboratively across health and social care and with service users and carers.	Essential	
• Aware of the current strategic and policy context of health and social care including SDS and Carers' Legislation		Desirable
• An applied understanding of the Third Sector and experience of working with community groups and/or service users and carers.	Essential	
• Fundraising		Desirable

### Conditions of Service:

The post holder will be required to be flexible in respect of their working pattern and be prepared to work evenings and weekends as the post demands.

The post is offered on a full time basis at 35 hours per week or flexible working on a part time basis. This role should also be considered as a secondment opportunity.

Annual Leave Allocation will be 24 days inclusive of public holidays

Travel Claims: paid at 0.40p per mile