

Job Description

Job Details

Job Title	Regional Facilitator – The Scottish Assembly
Location:	2 Regional Posts - Northwest (1) and Southwest (1)
Line Manager:	Programme Manager

The Scottish Assembly

The Scottish Assembly has an exciting opportunity for **two** motivated, committed individuals to join our Assembly team.

Leading by example, you will be enthusiastic, give fair, honest views, build supporting, trusting relationships with people with a learning disability or autism, provider organisations, and Health & Social Care Partnerships. Your role will be to help to recruit and enroll more people with a learning disability or autism in your region. The aim is to give people with lived experience a place to put forward what they see are priorities in their lives and in the communities in which they live to influence policy making both locally and nationally.

The Assembly's overall aim is to establish the world's first Learning Disability Parliament which upholds the voices of all people with learning disabilities and/ or autism in Scotland. It currently meets online every Friday and will meet once/twice a month in regional areas when we have regional leads and facilitators in place. The regions are split into **Northeast, Northwest, Southwest** and **Southeast**. We are currently recruiting a regional lead (who has lived experience) and a regional facilitator in each of the Northwest and Southwest regions who will help to progress the vision of The Assembly. The Assembly is supported to work by Values into Action Scotland.

<https://viascotland.org.uk/>

<https://www.facebook.com/TheScottishAssembly>

Main Purpose of Job

Regional Facilitators will work together with Regional Leads to:

- ✓ Facilitate local groups and workshops in their region of Scotland to hear peoples' views and enable members with a learning disability or autism to feed these views into appropriate structures, both locally and nationally
- ✓ Keep members of their region aware of local and national issues of importance to them
- ✓ Create a regular gathering of The Assembly in their regions and be active in weekly national meetings

- ✓ Increase the involvement of people with a learning disability or autism in both their regions and at weekly national meetings
- ✓ Undertake work that is required in the Scottish Government commissioning process

Duties and Responsibilities

Strategic

Regional Facilitators will work together with Regional Leads to:

- Establish and maintain good relationships with a range of relevant stakeholders and represent The Assembly in external meetings
- Establish regional meetings and identify and grow these meetings in line with SG commissioning process
- Establish links with key electoral and political structures
- Support involvement of people with lived experiences including a learning disability, autism, parents & carers, and support staff
- Build links with other groups and agencies
- Represent The Assembly in external meetings
- Raise public awareness on issues relevant to communities

Operational

Regional Facilitators will work together with Regional Leads to:

- Support the involvement of people with a learning disability, carers and relatives and support staff in the national and local political process
- Facilitate different workshops and roadshows
- Support peers in developing skills to lead on discussions
- Develop and facilitate workshops
- Ensure that all group members have an opportunity to have their say and mediating in matters of conflict where they arise
- Develop new resources such as video, fliers or easy read information

- Raise public awareness on issues relevant to the community
- Liaise with interested groups and individuals to set up new groups
- Plan, attend and coordinate meetings and events
- Build links with other groups and agencies such as social work and the NHS

Administration

Regional Facilitators will work together with Regional Leads to:

- Develop a regional meetings calendar for members of The Assembly in accordance with the commissioned questions from Scottish Government
- Promote The Assembly (and VIAS) through various means, including networking and digital media eg. website; twitter etc.
- Manage all logistical requirements in order that people can take part in The Assembly
- Complete ongoing evaluation of meetings and contribute to an annual impact report
- Prepare reports and policies
- Carry out general administrative duties as required

Other requirements

- To commit to uphold VIAS's values, demonstrating them in day-to-day duties
- To comply with VIAS's policy and practice requirements as outlined in the staff handbook, including Health & Safety, Adult Safeguarding, Equal Opportunities and other relevant policies and procedures
- To be accountable to the Programme Manager, positively engage in supervision and support processes and liaise with other staff as a positive member of The Assembly Regional team through team meetings and general day to day working

Person Specification	
Qualifications	<ul style="list-style-type: none"> • None required
Relevant Experience/Knowledge	<ul style="list-style-type: none"> • A committed, creative, flexible individual who is committed to equal opportunities • Experience of working with people with a learning disability • Understanding or experience of social and political issues affecting people with a learning disability • Good knowledge of support and services for people with a learning disability
Skills and Abilities	<ul style="list-style-type: none"> • Leadership capability with the capacity to collaborate effectively across and out with organisations • Experience of and willingness to learn new technology skills • Skills in support, experience in working alongside or supporting others to inspire improvement and enhancesocial impact • Experience of working with charities and third sector organisations to drive social change • Ability to identify, prioritise and deliver a varied work programme • Able to understand and propose solutions by focusing on the requirements of The Assembly members
Personal Attributes	<ul style="list-style-type: none"> • Results oriented team player with a 'can-do' attitude

	<ul style="list-style-type: none"> • Flexibility • Actively demonstrates the values held by VIAS • Values, ethics, and skills essential to social care practice
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Working with Values into Action Scotland	
Salary Range	£25,571 pro rata £14.05 per hour depending on experience
Hours of work	21 hours per week
Duration of Contract	Initially a 1-year contract with the possibility of extension. Reviews will take place 3 months and 6 months.
Employee Benefits	<ul style="list-style-type: none"> • Pension allowance of up to 6% of gross salary, matched by the employee's contribution • Sodexo employee benefit membership • Access to a confidential employee counselling service • Access to over 150 E-Learning Courses
Leave	32 days paid leave per annum inclusive of public holidays
Other Information	<p>The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of The Assembly.</p> <p>It is recognizes that changing circumstances will have a direct bearing on the balance of duties at any time. As part of a continuing process, objectives and priorities will be kept under regular review.</p>

How To Apply

1.

If you would like to know more about The Assembly or the Job Description, please contact Michael Connolly, The Assembly Administrator

michael@theassembly.scot

or Sonya Bewsher, Programme Manager
0794 742 9618

2.

If you would like to apply for this position:

Email:

- A cover letter/video or audio clip explaining why you would like to apply for this post. * Please note - Most of the interview panel will be people with a learning disability or autism and will find video and audio more accessible.
- Your CV
- 2 References (professional and character)

To Michael@theassembly.scot