**Lothian Centre for Inclusive Living**

**Job Description**

**Post Title:** SDS Programme Co-ordinator

**Post Salary:** £29,000 pro rata. 28 hours per week. Fixed

Term Contract to end March 2023 – may be extended

dependent on funding

**Responsible to:** Chief Executive Office

**Responsible for:** Development Workers for two projects – Self Directed

 Support Development Programme and Self Management

Project and project administrator

**Post Objectives:**

To take responsibility for the effective strategic development and overall management and delivery of the SDS development programme and Self Management Project, including:

* Ongoing design and development of the programme and all of the activities within it to respond to the aspirations and needs of its participants
* Management, support and supervision, and development of staff and volunteers to achieve the above
* Ensuring that the programme is fully integrated within LCiL and LCiL’s core services
* Ensuring that knowledge and experience gained are disseminated within LCiL and to other organisations working in the field, especially other Disabled People’s Organisations
* Working in partnership with Edinburgh and Midlothian’s Health and Social Care’s Long Term Conditions’ teams to continually develop and deliver the Self Management Project

**Main Duties:**

1. **Staff and volunteers**
* Manage, support and develop staff in their roles, with support from Senior Development Worker. Ensure that their practice is reviewed and new skills developed to match the needs of the programme.
* Oversee the induction of Development Workers, with support from Senior Worker.
* Ensure Self Management Support Worker is supported on a day by day basis, in conjunction with Long Term Conditions’ team. Assist with the shaping and delivery of this project in line with Long Term Conditions’ team overall strategic programme and new development of project in Midlothian.
* Oversee the strategic management, support and development volunteers (Champions). Day to day responsibility is held by Senior Development Worker. Assist with the recruitment and training of new volunteers if needed.
1. **Programme design, management and delivery**
* Design the strategic overview of the SDS programme and Self Management project including consultation and evaluation activities to elicit the aspirations, wants and needs of participants and potential participants of the programme
* Build effective communication with other staff in LCiL to ensure that the SDS programme is well understood and that effective and timely referrals and made to and from it.
* Delivery peer support groups and workshops on a regular basis alongside team members for both projects.
* Build effective communication with outside organisations to ensure that the Self Management project is well understood and utilised.
* Ensure effective tools are created and utilised to elicit evaluation and feedback from participants. Feedback what is being learnt into future design activities.
* Manage the programme within budget whilst ensuring an integrated programme of activities is developed and implemented
* Report on progress within agreed timescales to LCiL board and funders
* In partnership with colleagues, actively develop a strategy for securing continuation funding beyond the current period
1. **Engagement and partnership**
* Build effective networks with key individuals and agencies in the voluntary, public and private sectors
* Form partnerships with other organisations to work jointly where this will enhance the SDS programme and Self Management project, or aid the dissemination of learning
* Maintain awareness of the policies and political initiatives that affect the programme areas

**Performance Indicators:**

* Delivery of SDS programme and Self Management project targets within budget and agreed timescales
* Outcomes achieved by SDS programme participants
* Staff and volunteer skills and morale
* Effective relationships with stakeholders
* Identifying and securing future funding

**Decisions made in the course of the job:**

* Prioritisation of activities within SDS programme
* Delegation of activities and tasks to staff
* Initiating and maintaining contact with organisations in the voluntary, public and private sectors
* Monitoring and evaluation
* Spending within budget
* Balancing of time and strategy between SDS programme and Self Management project

### Contacts:

* Disabled people, people with long term conditions and parent carers
* LCiL’s Board, staff and members
* Disability organisations and other voluntary organisations
* Edinburgh and Midlothian’s Health and Social Care Partnerships
* Local authority and National Government officials and elected members

**Supervision Received:**

The post holder will receive regular supervision from the Chief Executive 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 programme.

**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 authorities.

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, a knowledge of services which are available to disabled people, up-to-date knowledge of relevant legislation, an understanding of the concerns of disabled people, a commitment to the Social Model of Disability, and an understanding of the Independent Living Philosophy.

The Co-ordinator 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 postholder must be able to work under pressure within a challenging and sometimes uncertain social, political and financial climate.

LCiL is a disability confident employer. It is essential that the postholder is able to work within an organisation which is led and managed by disabled people.

May 2022

Job Title: Programme Co-ordinator (Self Directed Support)

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|  |  **Essential** |  **Desirable** |
| **Education and Qualifications** | * Good general education
 | * Relevant qualifications
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| **Skills and Abilities** | * Excellent communication skills, both written and oral
* Excellent interpersonal skills, with the ability to build relationships, negotiate and use influence to work with others
* Good planning, organisational and time management skills
* Ability to prioritise a complex workload
* Creative problem solving skills
* Ability to design a programme of activities to meet needs of participants
* Good project management skills
* Good IT skills
* Excellent finance skills
 | * Skills in reflective practice and action learning
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| **Experience & Knowledge** | * Experience of strategically directing a programme or project
* Experience of coaching & managing staff and volunteers
* Experience working in a person-centred, outcomes-focused way
* Experience of facilitating groups to make their own decisions and direct their own learning
* Experience of working effectively as part of a leadership team
* Experience of identifying funding opportunities, writing of applications and securing funding for projects
* Knowledge of SDS strategy, legislation and health and social care processes
* Understanding of equal opportunities/anti-discrimination practice
* Experience of working with confidential information
* Experience of using Microsoft Word and excel, and of using the internet and social media for research and event

Promotion  | * Experience of working with groups of disabled people
* Understanding of empowerment and how to help an individual self empower.
* Work or personal experience in a user-led environment
* Direct personal experience of impairment
* Experience of designing and delivering workshops and events
* Understanding of independent living philosophy and the social model of disability
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