**Lothian Centre for Inclusive Living**

**Job Description**

**Post Title:** Peer Support and Learning Facilitator

**Post Salary: £24,500 pro rata**

 21 hours per week to end March 2023 (may be extended

 subject to funding)

**Responsible to:** Project Co-ordinator

**Post Objectives:**

To support the effective development and delivery of the both the Self Directed Support Programme and the Self Management Project including:

* Contributing to the development of the programmes and all of the activities within it to respond to the aspirations and needs of its participants
* Co-designing and co-facilitating workshops and peer support groups for disabled people, people with long-term conditions and parent carers
* Supporting practioners and service users with knowledge of community assets and resources
* Building ongoing relationships with participants

This is a split role between two projects – Self Directed Support Programme

(14 hours) and Self Management Project (7 hours). Clearly defined boundaries will be established to maintain clarity.

**Main Duties:**

1. **Promotion**
* Work with the SDS administrator and Long Term Conditions team to advertise and promote the information and support service
* Support Practitioners, local authories and other community assets, to engage with the Self Management Programme
* Identify, recruit and support people with long-term conditions, disabled people, and carers to take up information, workshops and peer support opportunities
* Build effective communication with other staff in LCiL, the Long Term Conditions Teams, and partner organisations to ensure that the programme is well understood and that effective and timely referrals are made
1. **Programme delivery**
* Manage a small, time-limited case load working with individuals on a 1-1 basis. This will include regular monitoring and evaluation recording.
* Co-design workshops, courses and training sessions
* Co-facilitate workshops or courses with colleagues or volunteers
* Develop and maintain knowledge of available services and activities (both within and outwith LCiL) and signpost or refer individuals to these for support and/or to assist in the achievement of their outcomes
* Work with the Project Co-ordinator to develop and run consultation and evaluation activities to elicit the aspirations, wants and needs of participants and potential participants of the programme
* Work with the Project Co-ordinator to ensure that the LCiL Champions have input into, and participate in related activities, whilst ensuring their needs are recognised and their experience is of full accessibility.
* Contribute to progress reports
1. **Engagement and partnership**
* Work in partnership with staff from LCiL and other organisations to enhance the programme or disseminate learning
* Maintain awareness of the policies and political initiatives that affect the programme area
* Contribute to the development a strategy for securing continuation funding beyond the current period

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

* Prioritisation of activities within own work plan in conjunction with LCiL, Edinburgh Health and Social Care Partnership’s Long Term Conditions Team and Midlothian Health and Social Care Partnership
* Initiating and maintaining contact with organisations in the voluntary, public and private sectors
* Monitoring and evaluation

### Contacts:

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

**Supervision Received:**

The post holder will receive regular supervision from the Project Co-ordinator in accordance with the terms and conditions of service. Support will also be provided by Long Term Conditions Team, including regular time at Astley Ainsley Hospital. The post holder will be expected to attend staff meetings, team meetings, training courses, LCiL events and other meetings as appropriate to the functioning of the programme.

**Complexity and Creativity:**

Lothian Centre for Inclusive Living is an innovative and demanding initiative, which has a significant impact on the lives of people living with long term conditions, disabled people, their families and the statutory authorities.

The provision of support which enables people living with long term conditions 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, up-to-date knowledge of relevant legislation, an understanding of the concerns of people, a commitment to the Social Model of Disability, and an understanding of the Independent Living philosophy.

The Peer Support and Learning Facilitator is required to take initiative on a wide range of tasks and work as part of a team to ensure LCiL maintains an integrated approach. They must be able to work under pressure within a challenging and sometimes uncertain social, political and financial climate.

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

**Person specification: Development Worker**

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| **Education and Qualifications** |
| **Essential**  | **Desirable**  |
| * Good general education
 | * Relevant qualification(s)
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| **Skills and abilities** |
| **Essential**  | **Desirable**  |
| * Excellent communication skills
* 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
* Ability to self-organise and work independently
 | * Skills in reflective practice and action learning
* Creative problem solving skills
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| **Experience and knowledge** |
| **Essential**  | **Desirable**  |
| * Experience of speaking with individuals in public facing environment
* Practical experience of managing a case load of individuals, working 1-1.
* Experience working in a person-centred, outcomes-focussed way
* Experience of working effectively as part of a team
* Experience of facilitating of groups of people with long term conditions
* Experience of supporting individuals
* Good knowledge of project management
* Good practical experience of using Microsoft Word and Excel, and of using the internet and social media for research and event promotion
* Understanding of equal opportunities/anti-discrimination practice
* Experience of working with confidential information and knowledge of GDPR
 | * Knowledge of quality improvement methodologies
* Experience of managing volunteers and especially disabled volunteers
* Understanding of self empowerment and how to support people to make the most of their potential
* Work or personal experience in a user-led environment
* Understanding of independent living philosophy and the social model of disability
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| **Personal attributes** |
| * Non-judgmental and interested in people
* Sense of humour
 | * Flexible and able to respond to changing circumstances
* Advantageous to be a car driver as work will take place across the Lothians.
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