

About Us



The Scottish Assembly is a growing group of people with a learning disability and autistic people from all over Scotland.



These people want to have more of a say about things that affect them locally and nationally.



We want to build a Learning Disability Parliament in Scotland where people can influence and vote on things that are important to them.



People come to The Assembly to represent themselves and not the organisations that they are connected to or get support from.



The Assembly does not support any political party - it provides a safe place for people to learn and form their own views, thoughts and opinions about things.



The Assembly helps people to learn and take part through accessible information, workshops, gameshows quizzes and meetings with leaders and decision makers.



We meet every Friday on Zoom and Regional Assemblies will meet regularly on Zoom and Face to Face as well as through additional workshops and hustings events.

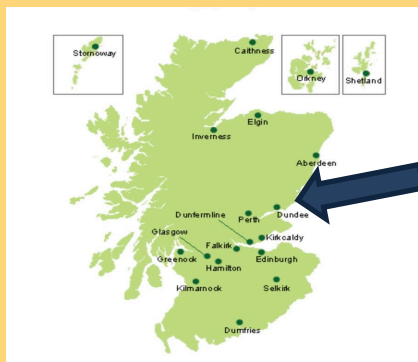


We want to find, include and support people with a learning disability and autistic people from all over Scotland to get involved and have more say about things that matter to them.

We Are Hiring

Northeast Facilitator

This job is based in Dundee



Northeast Facilitator



Leads are people with a learning disability who work to find and build relationships with other people with a learning disability and autistic people in their regions / areas .



Facilitators are people who support Leads in their regions / areas to do their jobs to the best of their abilities.



Our aim is to include as many people with a learning disability and autistic people as we can to have more influence over and say about things that are important to them.



To be a Lead or a Facilitator you will need to be enthusiastic, enjoy speaking to and meeting people, going to new places and have the skills to be able to build good working relationships.



Leads and Facilitators must also be able to provide unbiased information, not lead people into decision making and be able to facilitate meetings, groups and workshops where all opinions and contributions matter equally.



Lead and Facilitator Teams from all regions / areas will work closely together as part of The Scottish Assembly.



The Scottish Assembly is hosted and supported by Values Into Action Scotland
<https://viascotland.org.uk/>
<https://www.facebook.com/TheScottishAssemblyThe>
<https://www.theassembly.scot/>

Northeast Regional Facilitator

Important things



You must be outgoing, enthusiastic, accessible, flexible, creative, impartial and be able to give fair, honest views.



Be good at speaking with and listening to people, especially people with a learning disability and autistic people and the Regional Lead that you are supporting.



Be able to assist the Regional Lead that you support to take the initiative to speak in front of people and groups and facilitate presentations and workshops to increase the involvement of people with a learning disability and autistic people - Face to Face, Hybrid and Online



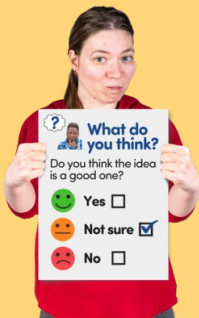
Hold a valid UK Driving License and have access to a licensed and insured vehicle.

Northeast Regional Facilitator

Strategic- Support the Lead to:



Find, include and support people with a learning disability and autistic people in your region / area to get involved and have more influence over things that matter to them both locally and nationally.



Support the involvement of these people, their families, carers, and support staff through regular access to accessible information, workshops, gameshows, quizzes and surveys.



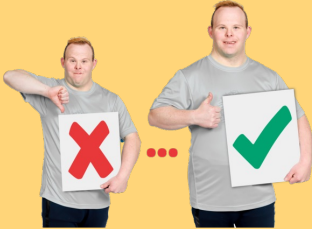
Build close relationships and links with other agencies, groups and organisations that support people with a learning disability and autistic people.



Build good relationships with a range of relevant stakeholders, leaders and decision makers and be able to represent the Regional and Scottish Assembly.

Northeast Regional Facilitator

Operational - Support the Lead to:



Do their role to the best of their ability.



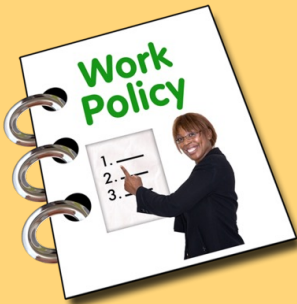
Prioritise workload within contracted hours and timescales.



Stay focused on what they are doing enabling the Lead to finish their task.



Ask for extra time and support when required to stick to weekly plans and complete agreed tasks.



Understand good working practices including the correct language, appropriate discussions and information sharing that are appropriate within the workplace.



Increase confidence to network and develop the necessary skills to build and maintain working relationships, lead discussions and ensure that everyone has a chance to participate.



Regularly visit, attend and present to local groups, clubs and organisations in order to build connections and have access to people with a learning disability and autistic people.



Source and attend local events to promote The Assembly, Regionally and Nationally, and identify areas of interest..



Develop resources such as posters, fliers, easy read information, videos, surveys and quizzes to promote the regional and national Assembly and be accessible to more people.



Promote the regional and national Assembly on Social Media through pictures, posts, videos and tags.



Complete evaluations and reports.



With other tasks, training, duties and travel as required.

Northeast Regional Facilitator

General



To commit to uphold VIAS / Assembly values and demonstrate them within your working practice.



To comply with VIAS's policy and practice requirements as outlined in the staff handbook.



To be accountable to the Programme Manager and Senior Facilitator and positively engage in supervision and support processes.



To liaise with other Assembly and VIAS staff as a positive member of the regional Assembly through team working and meetings.

Northeast Regional Facilitator

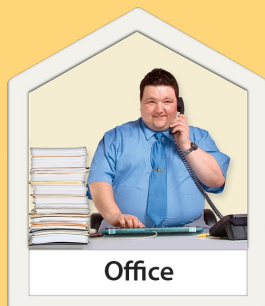
About the Job



Regional Facilitators will need to work 16 hours/week.



These hours are flexible and can be done as agreed.



Regional Leads and Facilitators will have a local office to work from but should spend most of their time going out to meet people, attend groups and events and to visit organisations.



Regional Leads and Regional Facilitators will work closely together and will report to the Senior Facilitator and Programme Manager.



The hourly rate for a Regional Facilitator is £14.05 for 16 hours/week.



This job will be for 6 months to start with and may be extended depending on performance and funding.



If you work 16 hours/week you will get up to 81.5 hours of Annual Leave / Holiday pro rata including public and bank holidays.



The Scottish Assembly (as part of Values Into Action Scotland or VIAS) is part of the NEST pension scheme.

- ▶ You can choose to pay up to 6% of your salary into a pension. If you do this, VIAS will match the amount.

Northeast Regional Facilitator

Employee benefits



You will have access to courses that you can do online through Atlas and to Modern Apprenticeship and Graduate Apprenticeship Programmes.



The Assembly and VIAS employees are also part of Sodexo which is an employee benefits scheme

- This means that you will get discounts when you shop



Assembly and VIAS employees also have access to a confidential employee counselling service.

Northeast Regional Facilitator

How to Apply



If you want to know more about what a Regional Facilitator does, please contact our Southwest Regional Facilitator.

Debbie McGowan

debbie@theassembly.scot

07742 143 376

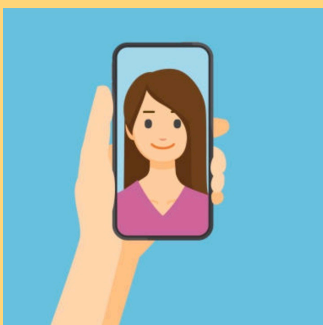
If you want to apply for this position:

Email: sonya@theassembly.scot



Please include:

- A letter, video or audio recording explaining why you are interested in applying for this job and why you would be good at it
- An Updated CV
- 2 References



The closing date for applications is October 28 at 5:00 pm.