

Job Description	Programme & Events Coordinator
About the role	<p>Our work at Self Directed Support Scotland is all about ensuring people can live well, and are able to have as much choice, control and flexibility as they wish when it comes to any support they need.</p> <p>Our focus is on improving the implementation of Self-directed Support (SDS) in Scotland. We do this by working collaboratively across the social care sector: Scottish Government, Local Authorities and third sector organisations. We promote the values and principles of SDS and deliver a range of projects aimed at improving understanding of (and access to) Self-directed Support.</p> <p>This is an exciting time to join our team as we work to implement the national SDS Improvement Plan and Personal Assistants Programme Board workplan. We're looking for a talented and adaptable Programme &amp; Events Coordinator to coordinate and support our team across a range of projects and deliverables.</p> <p>This position, offered on a full-time basis, will have a mixture of responsibilities: supporting our team with all project and event delivery under SDS Implementation, PA Workforce development and Community Brokerage, along with supporting communications activity.</p> <p>To do this effectively, you will be a confident communicator able to build strong relationships with a range of stakeholders, have good digital skills, and a capacity for understanding the challenges faced by people accessing social care. This could come from lived experience of using social care, being an unpaid carer, or a good understanding of disability policy, for example.</p> <p>Essential to the role are initiative and organisational skills, event and project delivery experience, excellent IT skills, and the ability to gather and interpret data.</p> <p>The role can be office based in Edinburgh or remotely, with occasional national travel for events. Confidence to use CRM/database software, social media and website CMS software is highly desirable.</p>



About SDSS	<p><b>Our vision is “A Scotland where quality Self-directed Support is available to all as a route to Independent Living”.</b></p> <p>We work to promote the values and principles of Self-directed Support, including choice, control and flexibility, in all aspects of social care support.</p> <p>We do this by working collaboratively across the social care sector: with Scottish Government, Local Authorities, third sector organisations and our members, to improve Self-directed Support implementation in Scotland.</p> <p>As a Disabled People’s Organisation, we stand up for the rights of disabled people and people who need support.</p> <p>And we champion local Independent SDS Support Organisations across Scotland, who help thousands of people every year access and manage the support they need to live well.</p> <p>Find out more out what we do here: <a href="#">Our Work</a></p>
Benefits & Outline Terms	<p>£31,500 per annum (FTE).</p> <p>Full-time 35 hours, permanent subject to probationary period. Part-time applications considered, 21 hours minimum.</p> <p>Seven weeks’ annual leave including public holidays.</p> <p>Contributory pension scheme, 6% employer contribution.</p> <p>Occasional weekend and evening work may be required.</p> <p><b>SDSS is an equal opportunities and <a href="#">Fair Work First</a> employer and applications from disabled people are particularly welcome.</b></p>
Location	Edinburgh Office based (Norton Park, 57 Albion Road, Edinburgh, EH7 5QY) with some travel and occasional overnight requirements.
Reporting to	Communications and Policy Manager
Reports	None



Job Purpose	<p>To effectively coordinate SDSS project delivery.</p> <p>To administer secretariat tasks in support of the delivery of the SDSS workplan and strategy.</p> <p>To work to the values of SDSS in support of our stakeholders and staff.</p> <p>To undertake any duties or responsibilities deemed appropriate to the post.</p>
Responsible for	<ul style="list-style-type: none"> <li>• Campaign and secretariat management for national collaborations, such as the Personal Assistant Programme Board and National SDS Collaboration</li> <li>• Coordination of all SDS Events and projects including national conference and AGM</li> <li>• Promotion of SDSS events</li> <li>• Coordinating data gathering campaigns such as surveys</li> <li>• Supporting delivery of stakeholder communications including social media and email newsletter</li> </ul>
Outputs	<p><b>Candidates will be confident to</b></p> <ul style="list-style-type: none"> <li>• Coordinate workplan projects</li> <li>• Coordinate data gathering campaigns such as surveys</li> <li>• Coordinate SDSS events including national conference and AGM</li> <li>• Support delivery of stakeholder communications including social media and email newsletter</li> <li>• Campaign and secretariat management for national collaborations, such as the Personal Assistant Programme Board, National SDS Collaboration</li> <li>• Contribute to weekly operations meetings to ensure team and workplan needs are resourced</li> <li>• Work effectively with the management team</li> <li>• Contribute to presenting a welcoming and positive environment for staff and other stakeholders</li> <li>• Act in accordance with direct instructions from senior colleagues</li> <li>• Be aware of health and safety and contribute fully to keeping the work environment, community, people who use services, and yourself safe</li> <li>• Maintain responsive and effective communication with stakeholders by directing and following up on enquiries appropriately</li> </ul>



Experience	Essential/ Desirable	Assessment
<b>Key Indicator</b>		
Experience of supporting successful in-person events including organisation, management and promotion.	E	Application/ Interview
A proven track record of success in a project coordination role within an organisation or project of comparable scope and complexity.	E	Application/ Interview
Experience of engaging with people with lived experience of disability and/or social care.	E	Application/ Interview
Experience of collecting, analysing and using data.	E	Application/ Interview
Confidence using Office 365, Sharepoint and related programmes.	E	Application
Experience of content creation for social media and use of email marketing software (e.g. Campaign Monitor).	E	Application
Familiarity with using database software (Salesforce or similar) for maintaining accurate records and reporting.	E	Application/ Interview
Experience of training material development, particularly e-learning.	D	Application/ Interview
Experience producing meeting minutes with high attention to detail, and organising meetings.	D	Application/ Interview
Personal experience of disability and/or social care.	D	Application/ Interview



Knowledge, abilities and skills	Essential/ Desirable	Assessment
<b>Key Indicator – (continues next page)</b>		
Ability to develop and maintain positive relationships with a wide range of stakeholders including SDSS members, people with lived experience, and Scottish Government.	E	Application/ Interview
Ability drive engagement and attendance in high level meetings and events by being thorough in organisation, communication and dissemination of papers.	E	Application/ Interview
Able to demonstrate and articulate a clear understanding of diversity, equality and inclusion issues.	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, for a diverse range of situations and settings.	E	Application/ Interview/
Proactive, organised approach with the ability to manage own workload and competing priorities.	E	Application/ Interview
Understanding of the Scottish social care landscape and particularly Self-Directed Support legislation.	D	Application/ Interview
Confidence to use website CMS (Wordpress) and e-learning design software experience, such as LearnPress.	D	Application/ Interview
Professional qualification, or experience in relevant specialism with evidence of continuing professional and personal development.	D	Application
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	D	Application

Notes for applicants	
Please use Job Reference:	PEC25
Applications are made online at:	<a href="https://sdsscotland.formtitan.com/ftproject/applications25">https://sdsscotland.formtitan.com/ftproject/applications25</a>
Closing date for applications:	Monday 18 August, 09:30am
Expected dates for interviews:	Tuesday 2 September



For more information about SDSS see:	<a href="https://www.sdsscotland.org.uk/">https://www.sdsscotland.org.uk/</a>
Contact for questions or to schedule an informal chat:	Zoe McIntyre <a href="mailto:zoe@sdsscotland.org.uk">zoe@sdsscotland.org.uk</a>
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0800 8411 321

