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| **Person Specification and Job Description**  |
| **Name of Role** | Disability Peer Network Coordinator  |
| **Responsible to**  | Employment and Involvement Coordinator  |
| **Post Description**  | To set up a range of accessible activities in the community to support disabled people, people with long term health conditions and people that are newly diagnosed. Disabled people will be actively encouraged to have a role in the running activities and the opportunity to develop skills and learning.  |
| **Experience & Knowledge** | **Skills & Abilities** |
| Essential * Experience of supporting disabled people or vulnerable groups
* Experience of setting something up in either a personal or work capacity
* Experience of working in a community setting
* Experience of supporting people to access activities
* Experience of meeting targets, outcomes and reporting
* Understanding of the issues that disabled people face when activities
* Excellent administration skills and excellent working knowledge of MS Word, Outlook, database entry and other applications
* Understanding of the social model of disability

Desirable * Experience in managing volunteers
* Understanding of equalities issues
* Understanding of confidentiality, data protection and safeguarding issues
 | * Excellent organisational skills
* Empathic approach
* Pro-active
* Good time management and task prioritisation
* Able to work independently as well as part of a team
* Excellent written and verbal communication skills
* Report writing skills
* Ability to network and keep others informed
* Action orientated and can-do approach
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| **Other requirements** |
| This post is subject to a satisfactory Enhanced DBS check carried out by Richmond AID.  |
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| **Main Tasks and Duties** |
| 1. To set up, attend and support activities for disabled people in locations around the borough.
2. To consult disabled people about activities and encourage disabled people to participate in the set up and planning of activities.
3. Recruit, train and manage peer supporters to be included in the project and support them to learn the skills needed to become peer supporters.
4. To encourage disabled people to have a say in their community by inviting professionals to talk to groups.
5. Keep accurate records of all clients and maintain a database of client information, continue to update client records with progress and outcomes.
6. Complete all monitoring and evaluation as required by the funder and Richmond AID.
7. Ensure that the project is compliant with the Social Model of Disability
8. Comply with Richmond AID’s policies and procedures
9. Attend training and development as identified by you and your manager.
10. Attend team meetings and supervision.
11. You will need to travel within LBRuT as part of this post and occasionally may need to work outside of normal office hours including evening and weekends.
12. Any other work commensurate with the level of this post.
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