

Disabled Children's Assistant Activity Coordinator Candidate Pack



Charity No: 1091744
Company No: 4050994

The new name for
Cheshire Centre for Independent Living (CCIL)

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Introduction

Dear Candidate,

Thank you for your interest in Disability Positive, a charity that has dedicated itself to the lives of people with lived experience of disability and long-term conditions, and their families across Cheshire and surrounding areas since 1992.

We pride ourselves on being a great place to work and progress, and we employ an amazing workforce of over 70 people. We have experienced substantial growth since inception and our services have successfully increased to the point that we are well recognised as a trusted, influential, and supportive organisation, providing services, opportunities, and voice to over 10,000 people with lived experience of disability and long-term conditions per year.

We know it matters, as we live with disability and long-term conditions too.

We hope that you are the kind of person we are looking for, someone; organised, driven and professional to work within our Community Engagement Team. If you are interested in the role, please return your completed application to hr@disabilitypositive.org

We'd love to hear from you.

Lynne Turnbull
Chief Executive Officer



Who are we?

We are Disability Positive.

We are a charity based in Cheshire and work mostly in the Northwest. We love working with others who think like us.

We provide services, opportunities and a voice to people living with disability and long-term health conditions and their families.

We have services to help people with everyday life, being part of their local community and looking after their own wellbeing.

We can offer advice, help with practical tasks and advocate for people in lots of different situations.

We listen and share people's experiences to influence positive change in government policy.

We know it matters because we live with disability and long-term health conditions too.

Our Values

- **Positive:** It's not just our name, it's how we approach every challenge and opportunity.
- **Collaborative:** We don't believe we can do everything ourselves; we love working with others who think like us.
- **Representative:** We are here to be the voice of people living with disability and long-term health conditions.
- **Ambitious:** We are not going to change the world without thinking big.
- **Trustworthy:** We need to be a place where people feel safe and can come freely for honest and impartial advice and support.

The social model of disability is the starting point for everything we do and is the idea that people are not disabled by their condition, but by a world that doesn't meet their needs.



Our Services: For Adults

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Advocacy

Supporting people to say what matters to them and upholding their rights.

Good Company

A fully accessible social group for adults, meeting regularly with the opportunity for day trips too.

Payroll

Supporting people who employ Personal Assistants with payroll management.

Supported Banking

Getting support with banking and auditing for direct payment recipients.

Learning Service

Access to learning and development opportunities for people who employ Personal Assistants, and their Personal Assistants.



Our Services: For Children and Young People

Advocacy

Supporting people to say what matters to them and upholding their rights.

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Cheshire West Creative Breaks

For parents or carers of a child or young person aged 0-19, living in the Cheshire West and Chester area, who need a short break from their caring responsibilities.

Buzz Youth Group

A fully accessible youth group supporting those aged 5-18 to try new things and meet new friends.



Our Services: For Everyone

Volunteer Opportunities

We couldn't be without our team of dedicated and enthusiastic volunteers. People can volunteer their time across a range of services, or join us for a work placement, to gain new skills and contribute to our work.

Membership

We need our members to share their views so that we can continue to develop our services, and be a strong voice to influence local, regional and national government policy.

We welcome anyone with lived experience of disability or a long-term condition or with caring responsibilities.

Policy Influencing

Policy influencing is what we do to influence positive change with local, regional and national government. We want to be a voice for our members and people with experience of disability and long-term conditions and use their views and experiences to influence the kind of changes we want to see.



Organisational Structure

We are a registered charity and company limited by guarantee.

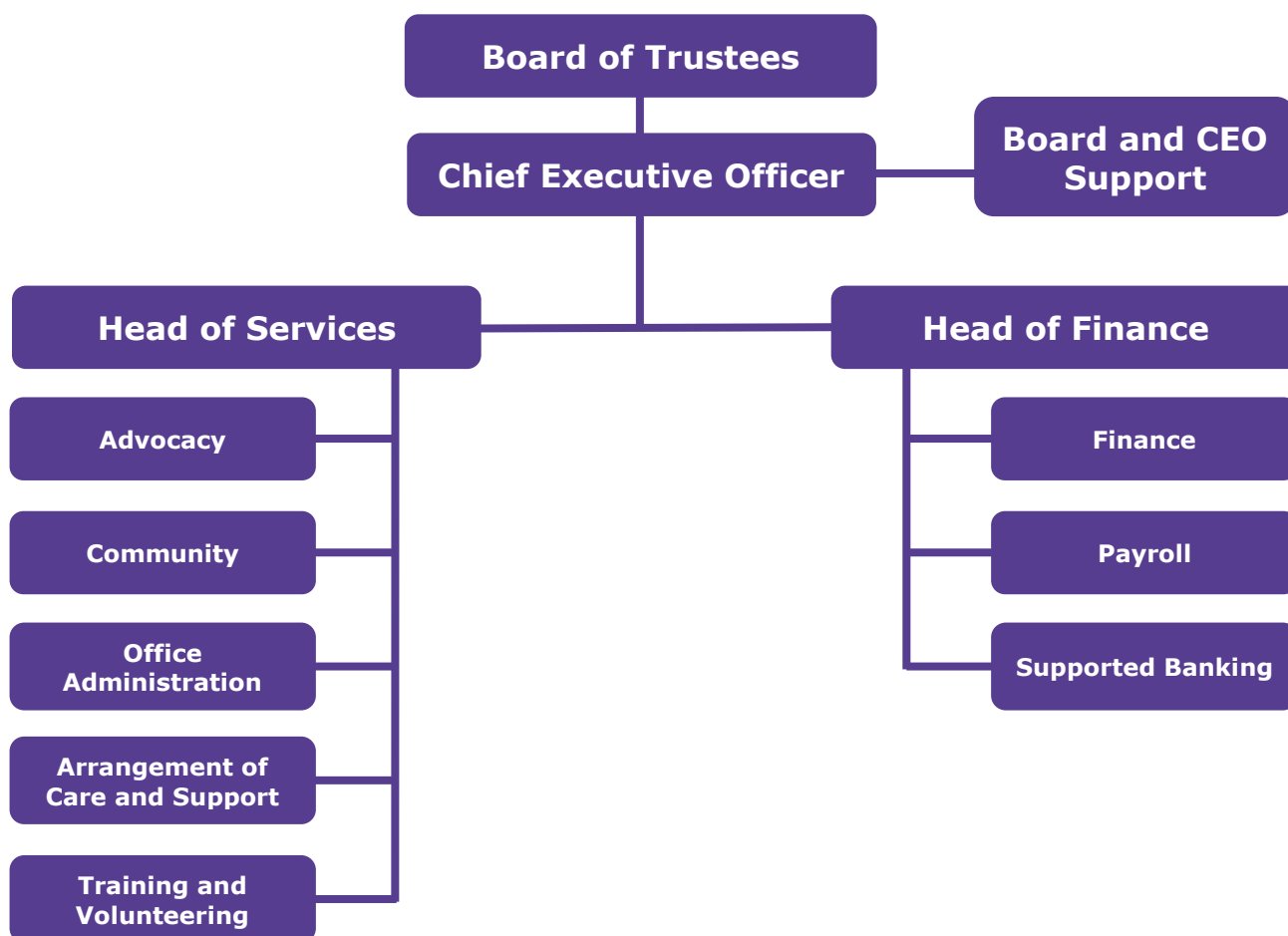
We are governed by 11 trustees who are known as our Board of Trustees. The Board of Trustees are both Directors of the company for the purposes of the Companies Act 2006 and Charity trustees for the purposes of the Charities Act 2006.

The Board of Trustees are responsible for the governance of Disability Positive. Our Board of Trustees have lived experience of disability and long-term conditions and bring a mix of skills that are essential to good governance, ensuring that our activities are conducted in line with our charitable objects, as detailed within our Articles of Association. In addition, we have over 240 members of the charity who all have lived experience of disability and long-term conditions.

Day-to-day management is delegated to the Chief Executive Officer and Senior Staff through a Scheme of Delegation of Board Authority.

We currently employ 53 FTE staff (70 people), with additional support across our services through volunteers. 67% of our workforce also have lived experience of disability and long-term conditions.

Our Organisation Chart



Future Plans

We have finalised our new Strategy 2020 - 2023, with a focus on three strategic themes:

- Positive about offering services that suit the needs of people with lived experience of disability or long-term health conditions.
- Positive about providing the opportunity for people with lived experience of disability or long-term conditions to be part of community life.
- Positive about giving a voice to people with lived experience of disability or long-term health conditions.

We are in a strong financial position, with a robust balance sheet and reserves policy which has supported and should continue to support expansion of our services.

A major part of our income comes from delivering services under contract with a number of Local Authorities and Clinical Commissioning Groups in Cheshire East, Cheshire West and parts of the Northwest. We also provide a number of services that individuals purchase directly from us.



Job Description and Person Specification

Job Title:	Disabled Children's Assistant Activities Coordinator
Grade:	5
Salary:	£19448 increasing to £20420 after successful probationary period
Hours:	Two posts available: 18 hours Mon-Weds (Cheshire West) OR 21.5 hours Mon-Thurs and some Saturdays (Cheshire East and Cheshire West)
Holiday Entitlement:	25 days per year (excluding 3 days between Christmas and New Year bank holidays)
Location:	Home based/Office based. Travel is required around the locality due to the nature of the role.
Direct Reports:	None
Reporting to:	Melanie Hinde – Community Engagement Team Manager
DBS Check:	Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service
Other:	Due to the nature of the role, the appointed candidate will need to provide evidence of negative lateral flow tests to the Manager on a regular basis.

Purpose

To work as part of the Community Engagement Team, responsible for the effective planning and delivery of social activities for disabled children and young people aged 5-18 across the locality and wider community.

To empower disabled children and young people to participate in leisure and/or physical activities of their choice within their local community working across a number of Disability Positive commissioned and non-commissioned services

Scope

Business Skills

- Demonstrates an analytical and methodical approach to problem solving.
- Absorbs and applies technical information.
- Has a thorough understanding of their job and how own role relates to other roles and to the business of the employer.

Complexity

- Has defined areas of responsibility.
- Due to experience gained may provide guidance to volunteers
- Uses discretion in identifying and resolving complex problems.

Autonomy

- Accountable for delivering assigned tasks within broader projects or functions.
- Operate as a competent professional with minimum supervision.
- Limited decision-making scope on how tasks are to be fulfilled.
- Can easily determine when work should be escalated to a higher level

Key Tasks

Strategy

- Deliver on designated areas of responsibility to meet the strategic plan, including responsibility for supporting the delivery of activity sessions for disabled children and young people

Governance

- Ensure efficient and effective processes are followed to manage/reduce risk
- Report against key performance indicators for area of responsibility in line with contract expectations and requests from Manager

Communication & Relationships

- Ensure effective relationships are established and maintained with disabled children and young people, parents/carers and community-based partners
- Build an effective working relationship with the Manager
- Ensure the Manager receives appropriate advice and information on all relevant matters
- Provide reports for Manager as required.
- Uphold the Company values
- Lead by example and motivate volunteers

Service Delivery

- Support disabled children and young people to participate in activity sessions delivered by Disability Positive in the local and wider community
- Provide personal care, medication and support with behaviour for identified young people
- Support the Group Coordinator to consult with disabled children and young people, parents/carers and volunteers to inform the planning of all activity sessions
- Participate/deliver a user led steering group
- Ensure compliance with risk assessments and personal support plans for all activities, venues and individual disabled children and young people where appropriate
- Work in partnership with colleagues and community providers to deliver the Duke of Edinburgh Award scheme for disabled people
- Provide support for volunteers to carry out their designated role within activity sessions
- In partnership with colleagues achieve project milestones as set by the designated manager.
- Promote inclusion, celebrate diversity, and positively challenge stereotypes.
- Report any issues or concerns about individual disabled people including any health and safety or safeguarding concerns

Other

- To undertake any other duties so directed by Manager and within the scope of this post.

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications Experience	Proven experience of working with disabled people in a community setting. Experience of leading activity groups	NVQ level 3 or equivalent in childcare or youth work. Experience of providing personal care. Experience of providing 1-1 support for disabled people	Application and Interview.
Knowledge	Knowledge and understanding of safeguarding practice. Knowledge of the Equality and Human Rights Act. Knowledge of Health and Safety legislation. Knowledge of the Risk Assessment process	Experience of Safe Handling techniques. Knowledge of providing personal care with dignity and respect.	Application and Interview.
Skills/Abilities	Good written and oral communication skills with the ability to listen to others. Managing a complex and changing workload. Excellent time management. Ability to work within a team and on own initiative Ability to be flexible Ability to travel across the locality	Highly self-motivated Strong interpersonal skills including an ability to enthuse and convince others	Application and Interview.
Other	A commitment to equality and diversity. To successfully pass an enhanced DBS check. A commitment to the Company vision, mission and values	Ability to drive and access to a car with appropriate insurance.	Application and Interview and Pre-Offer Checks.

Recruitment Process

How to apply

If you are interested, please complete the following, and return by email to hr@disabilitypositive.org

- a job application form
- and recruitment monitoring form

Alternatively, you can download an application via our website at www.disabilitypositive.org

Timetable

Deadline for applications:	No closing date. Interviews will be arranged on a rolling basis.
Interviews:	TBC

What we do with your data

In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided in your application will be used as part of the recruitment and selection process and may be disclosed to those who need to see it.

It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our [HR Privacy notice](#).

Contact Us



Address: Senson House, Denton Drive, Northwich, Cheshire, CW9 7LU

Telephone: 01606 331 853

Email: info@disabilitypositive.org

Website: www.disabilitypositive.org

Facebook: www.facebook.com/disabilitypositive/

Twitter: www.twitter.com/dis_positive

Instagram: https://www.instagram.com/dis_positive/