

# Disabled Children's Afterschool Group Coordinator Candidate Pack

We want a world that is Disability Positive



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](mailto: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 North West. 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.

## **Community Connections**

For parents or carers of a child or young person aged 0-18, living in the Cheshire West and Chester area, who need a short break from their caring responsibilities.

## **Afterschool Club and Youth Group**

Fully accessible activity sessions 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.

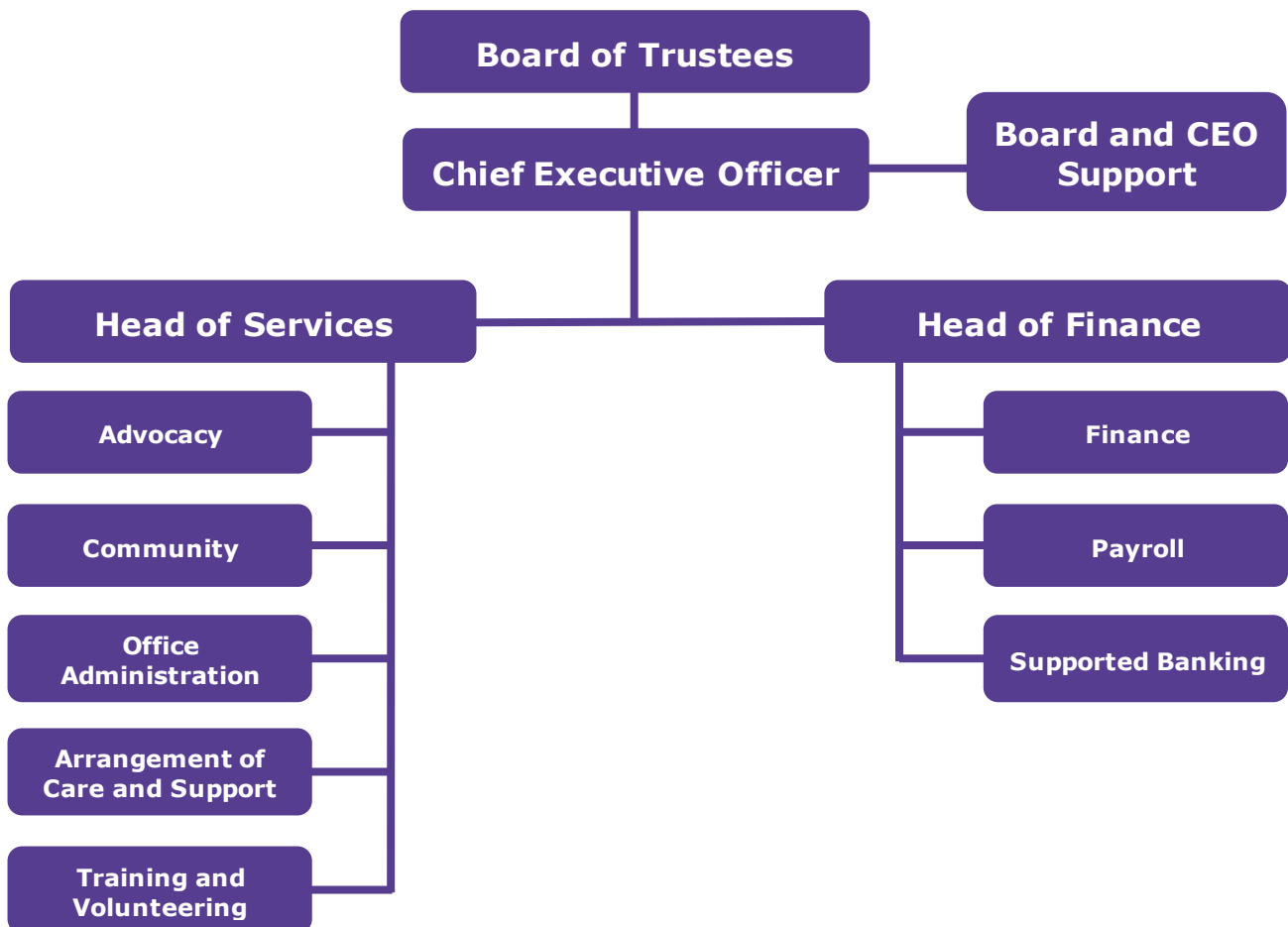
We are governed by 10 trustees who are known as our Board of Trustees. The Board of Trustees are both Directors of the company for the purposes of the Companies Act 2006 and Charity trustees for the purposes of the Charities Act 2006.

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 56 FTE staff (75 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 North West. We also provide a number of services that individuals purchase directly from us.



# Job Description and Person Specification

<b>Job Title:</b>	Disabled Children's Afterschool Group Coordinator (Cheshire West)
<b>Grade:</b>	4
<b>Salary:</b>	£25,038.32 to £26,290
<b>Hours:</b>	18.5 hours per week Monday-Wednesday including evening work up to 6.00 p.m. 2 days per week
<b>Holiday Entitlement:</b>	25 days per year (plus 3 days between Christmas and New Year plus bank holidays).
<b>Location:</b>	Home based/Office based. Travel will be required around the locality due to the nature of the role.
<b>Direct Reports:</b>	3-4
<b>Reporting to:</b>	Community Engagement Team Manager
<b>DBS:</b>	Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

## **Purpose**

To work as part of the Community Engagement Team, responsible for the effective planning and delivery of sensory based activities for disabled people aged 5-11

# Scope

## Business Skills

- Problem solver.
- Absorbs and applies technical information.
- Has a thorough understanding of their job in relation to the organisation.

## Complexity

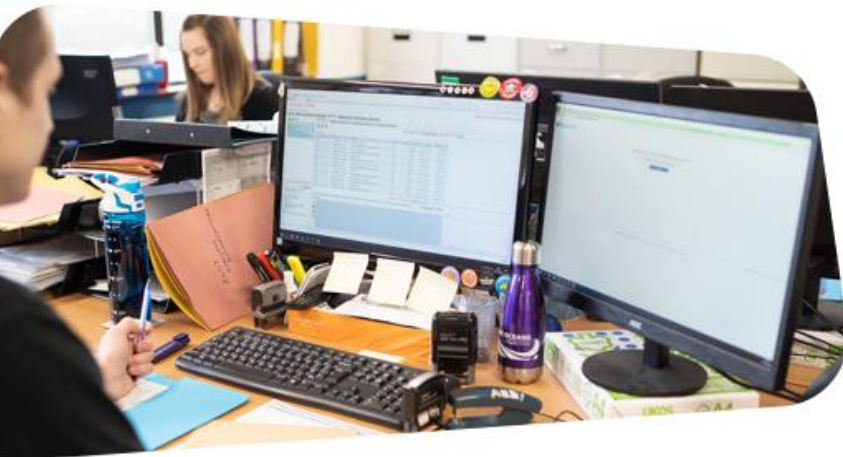
- Has defined areas of responsibility.
- Due to experience gained may provide guidance to less experienced staff.
- May be responsible for a defined caseload within an outreach department or may be responsible for a small internal business project or process.
- Uses discretion in identifying and resolving complex problems.
- Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

## 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

## Technical Role

- Has supervisory or management responsibility of less than six staff members.
- Subject matter expert within their own discipline and has a broad understanding of all aspects of the company.
- Maintains awareness of developments in the sector of relevance to key tasks.
- Understands the implications of new technologies and legislation on their area of speciality.



# Key Tasks

## Strategy

- Deliver on designated areas of responsibility to meet the strategic plan
- Highlight identified gaps in service to meet the needs of disabled young people
- Demonstrate that disabled young people are provided with a high-quality service.

## Governance

- Ensure activity sessions have effective processes in place.
- Report against key performance indicators in line with contract expectations at the request of Manager.

## Communication & Relationships

- Ensure effective relationships are established and maintained with disabled young people, parents/carers and community-based partners
- Escalate any key risks, as required.
- Lead by example when supervising to motivate support workers and volunteers
- Keep up with developments in the sector of relevance to the role by reading legislative updates, guidance and consulting with peers.

## Service Delivery

- Plan, coordinate and deliver weekly activity sessions throughout the year for disabled young people 2 nights per week
- Provide personal care and 1-1 support when required
- Supervise a team of staff and volunteers
- Carry out Risk Assessments and Personal Support Plans for activities, venues, and individual disabled young people
- Complete home visits, where necessary.
- Work in partnership with community providers.
- Review service provision to ensure achievement of outcomes.
- Promote services using accessible literature and language
- Maintain timely, effective, and accessible case records
- Achieve project milestones as set by Manager.
- Promote inclusion, celebrate diversity, and positively challenge stereotypes.
- Report issues or concerns about individual disabled people including health and safety or safeguarding concerns

## Other

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

These recommendations are to be reviewed annually with Manager

# Person Specification

Criteria	Essential	Desirable	Assessed by
<b>Qualifications Experience</b>	<ul style="list-style-type: none"> <li>Working with disabled people or individuals with complex needs.</li> <li>Experience of completing risk assessments.</li> <li>Delivering person-centred group activities.</li> </ul> <p><i><u>One or more of the following qualifications:</u></i></p> <ul style="list-style-type: none"> <li>Early Years and Childcare <i>or</i></li> <li>Level 3 NVQ Health and Social Care <i>or equivalent</i></li> </ul>	<ul style="list-style-type: none"> <li>Working with parent/carers and volunteers.</li> <li>Administering medication/personal care.</li> <li>Manual handling.</li> <li>Supervising a staff team.</li> <li>Developing a successful project from concept to delivery.</li> </ul>	Application and Interview.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of the individual model of disability.</li> <li>Awareness of Health and Safety practice.</li> <li>Awareness of safeguarding practice.</li> <li>Knowledge of Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of partnership working.</li> </ul>	Application and Interview.
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Prepare and present reports.</li> <li>Disseminate information in an easily understood and appropriate format.</li> <li>Strong team player and effective working with own initiative</li> <li>Excellent communication, IT, and interpersonal skills.</li> <li>Organisational and Time management skills</li> <li>Self-motivated.</li> </ul>		Application and Interview.
<b>Other</b>	<ul style="list-style-type: none"> <li>Committed to equality and diversity.</li> <li>Committed to the Company vision, mission and values.</li> <li>Willingness to train and develop where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Access to a car, full driving licence, business insurance.</li> </ul>	Application/ Interview and Pre- Offer Checks.

# Recruitment Process

## How to apply

If you are interested, please complete the following, and return by email or post to the details on the covering letter:

- a job application form,
- and recruitment monitoring form.

## Timetable

**Deadline for applications:** Thursday 12th May 2022 10.00 a.m.

**Interviews:** Thursday 19<sup>th</sup> May 2022

## 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:** Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU

**Telephone:** 01606 331 853

**Email:** [hr@disabilitypositive.org](mailto:hr@disabilitypositive.org)

**Website:** [www.disabilitypositive.org](http://www.disabilitypositive.org)

**Facebook:** [www.facebook.com/disabilitypositive/](http://www.facebook.com/disabilitypositive/)

**Twitter:** [www.twitter.com/dis\\_positive](http://www.twitter.com/dis_positive)

**Instagram:** [https://www.instagram.com/dis\\_positive/](https://www.instagram.com/dis_positive/)