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Project Support Coordinator Application Pack

Dear applicant,

Thank you for asking for or downloading this job pack.

In this job pack there is:

- **The job description** - This tells you what the Project Support Coordinator will be doing
- **Inclusion North's Equality and employing ex-offenders policies**
- **The application form and monitoring form**
This needs to be returned to Inclusion North either by email to info@inclusionnorth.org or by post FAO Marie Shrewsbury at the address at the top of this page.
We will be short listing based only on the information on the application form. Please do not send a CV but complete the application form.

We will need to have your application returned to us by 12pm on **16th October 2013**.

We will be interviewing on 28th October in Leeds. We will only write to those people who have been successful. If you do not hear from us by Friday 26th October you have not been successful in getting an interview.

You can find out more about Inclusion North from our website:
www.inclusionnorth.org

Please call me if you have any questions about applying for this role. My number is at the top of the letter.

Kind regards and good luck,

Samantha Clark
Chief Executive

Job Description	
Job Title:	Project Support Coordinator
Location	Based in the Leeds office or will consider home base in the North East or Yorkshire & Humber This post is primarily responsible for supporting projects in Yorkshire, Humber and the North but national working may be required.
Salary:	Up to £32,000 depending on experience
Accountable to:	Project Manager
Responsible for:	Supporting sessional staff and volunteers involved in specific projects
Hours of work:	37½ hours a week
Other terms of employment	It is anticipated that this will be temporary appointment to cover an increased workload. The term of the appointment will be until March 2015. We are open to considering a secondment.
<p>Role Summary</p> <ul style="list-style-type: none"> ▪ To support Inclusion North’s projects team in delivering projects, or training to members and customers ▪ To directly support the inclusion of people with learning disabilities, family members and others in projects Inclusion North is delivering. ▪ To contribute to Inclusion North adding significant value to the efforts of people with learning disabilities, their families, local commissioners and providers in implementing government policy, and best practice to achieve inclusion. 	

Key Responsibilities

- Support the delivery of, consultation with the project team and members and relevant others, Inclusion North projects.
- Facilitating networks, groups or training sessions for members or others
- To model solution focused, asset based, and collaborative ways of working.
- Maintain the agreed standards for the work of the projects and ensure regular reports on progress and performance (including proposals for any shortfalls) are made to the Project Manager or Chief Executive or external commissioner.
- To contribute to Inclusion North maintaining a robust positive relationship with Lead Officers and Regional Forums and organisations of people with learning disabilities and family carers.
- In consultation with the Project Manager and the financial lead ensure good financial control of Projects including regular reporting.
- Contribute to the recruitment, and support of sessional staff needed to deliver Inclusion North's projects in consultation with the Project Manager.
- Contribute to the maintenance of the member base and exploration of additional sources of income including grants and commissions.
- Contribute to regular communication with subscribers, marketing and publicity. This includes ensuring feedback on performance.
- Work with the project team and others to ensure Inclusion North can support capacity building within other people and organizations within the region to take on innovations developed by Inclusion North.
- Keep informed of all changes and developments in legislation and other Government initiatives, practice, regional and national resources and other related issues, which have implications for people with learning disabilities and their families.
- Conduct all dealings of a professional nature in such a way as to promote Inclusion North's values.
- Ensure that any complaints made to Inclusion North are appropriately and sensitively considered and wherever possible informally resolved and appropriately report any complaints to the Project Manager or Chief Executive.

- Ensure the health and safety of employees of Inclusion North's Projects and members of the public as specified by the Health and Safety at Work Act.
- Ensure that practices and procedures within Inclusion North's Projects accord with all relevant legislation, with particular regard to the Equality Act 2010.

Other Issues

- The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Board of Directors and Chief Executive of Inclusion North will expect to revise this job description from time to time and will consult with the post holder at the appropriate time
- The nature of the job means that hours will need to be worked flexibly and this may include weekend and evening work

Person Specification	
Factor	
Knowledge and skills	<ul style="list-style-type: none"> ▪ In-depth understanding of the principles and practice of inclusion ▪ An understanding of good practice in user led quality checking or involvement in quality frameworks ▪ Commitment to ensuring the needs of people with learning disabilities and their families are kept central to the work of Inclusion North ▪ An understanding of and familiarity with the legislation and recent policy guidance governing people with learning disabilities and any implications for service delivery ▪ Ability to prepare clear documents, reports and presentations using plain English, supported by pictures ▪ Proven ability to support the best possible training and development work. ▪ Ability to support and motivate volunteers or sessional staff ▪ An understanding of the need to work closely with all relevant organisations and partners to deliver services to people with learning disabilities and their families ▪ Understanding of and the ability to effectively employ negotiating skills
Experience	<ul style="list-style-type: none"> ▪ Experience of working in an “asset based” way, focusing on the good things people can do ▪ Experience of delivering training or facilitating inclusive groups

	<ul style="list-style-type: none"> ▪ Direct experience of contributing to projects that effect significant change within organisations or other social care settings. ▪ Experience of contributing to good budget management and use of resources
Personal attributes	<ul style="list-style-type: none"> ▪ a passion for inclusion and a commitment to improving life for people with learning disabilities and their families ▪ confidence in your own values and the courage to defend them
Special requirements	<ul style="list-style-type: none"> ▪ a flexible approach to work and hours worked ▪ ability to travel around the full geographical area covered by Inclusion North and sometimes nationally

About Inclusion North

Inclusion North was established in 2005 as a not for profit membership organisation to promote inclusion for people with Learning Disabilities. The Learning Disability Partnership Boards across Yorkshire, Humber and the North East are members.

In November 2008 Inclusion North became a not for profit Community Interest Company.

A group of Directors including people with learning disabilities, family carers and professionals oversee the organisation. They are supported by an Advisory Council, the membership of which is a cross section of the partnership boards' membership.

Inclusion North employs 6 staff and coordinates the work of a number of volunteers who support us during the year.

Inclusion North works to promote the inclusion of people with learning disabilities in all areas of mainstream life. We do this by:

- Working with Learning Disability Partnership Boards to support people with learning disabilities, family members, Health and Social Services, service providers and members of the general public.
- Providing training, consultancy and individual support to develop the skills of all to create welcoming and able communities.
- Promoting inclusive ways of working by working in partnership with all members of Partnership Boards
- Sharing ideas, knowledge and experience locally and nationally
- Building alliances locally and nationally that enhance positive practice
- Coordinating learning networks
- Promoting positive models of support (e.g. In Control and self-directed support)

If you would like more information please look at our website

www.inclusionnorth.org

Inclusion North CIC Equality Policy (excerpt)

INTRODUCTION

- 1.1 Inclusion North's philosophy and values are entirely based on the belief that everyone has a valuable contribution to make and that all individuals should be encouraged and enabled to contribute and participate fully in society. Diversity is actively celebrated and promoted in the work that we do and we look to actively remove inequalities across society.
- 1.2 With regard to employment, this specifically means that workers will be treated fairly and equally and with dignity and respect regardless of:
- sex
 - marital status (including civil partner status)
 - age
 - race (includes ethnic or national origin or nationality)
 - disability
 - religion or belief (actual or perceived)
 - sexual orientation (actual or perceived)
 - transgender status
 - pregnancy
- 1.3 The list above is referred to as a list of protected characteristics. Additionally, Inclusion North will also treat fairly and equally, and with dignity and respect all workers regardless of:
- trade union activities
 - working patterns
 - contract status
 - responsibility for dependants or family members

Inclusion North has a separate Criminal Records Policy and guidelines covering the employment of ex offenders.

- 1.4 It is Inclusion North's policy to apply this principle in relation to recruitment and selection, promotion, training, conditions of work,

conditions of service (including pay and benefits) and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

- 1.5 It is also Inclusion North policy to ensure that employees understand the behaviours that they are expected to demonstrate at all times to colleagues and the people that they come into contact with.
- 1.6 Behaviour amounting to bullying or harassment will not be tolerated and will be treated seriously in line with the disciplinary policy and guidelines.
- 1.7 All Employees are expected to behave in a way that promotes fairness, equality and dignity at work. This involves considering what behaviours are appropriate for the person they are with and recognising that what is acceptable or tolerable to one person may be regarded as unacceptable by another.
- 1.8 The principles in this policy apply equally to volunteers, board members, consultants, clients and suppliers to Inclusion North.
- 1.9 Inclusion North is committed to following the principles of the Equality and Human Rights Commission Code of Practice.

AIMS

Inclusion North aims to:-

- provide a working environment free from discrimination, bullying and harassment
- ensure that only job-related and non discriminatory criteria are used in making management decisions
- make reasonable adjustments to the work for disabled employees where possible and appropriate to do so
- treat all staff and job applicants with dignity and respect and provide a working environment free from discrimination, bullying and harassment. Within the principles of the Equality Act Inclusion North will take positive action to promote the employment of individuals with a disability.
- provide regular training opportunities for all staff, volunteers and board member

Inclusion North Policy On the Recruiting Ex-Offenders

Inclusion North is committed to creating equal access to opportunities for employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status, political values or offending background.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us in either a paid or unpaid capacity. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, Inclusion North complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A Disclosure is only requested for those positions where it is considered both proportionate and relevant to the position concerned. Because of the nature of Inclusion North's work all checks will be at Enhanced level.

Where Disclosure forms part of the recruitment and selection process, applicants will be asked to provide details of their criminal record at an early stage. This would be declared on the relevant section on the application form and at interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, administrator.

Unless the nature of the position allows Inclusion North to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or Vulnerable Adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A

conviction carrying a sentence of more than 2½ years in prison can never become “spent”.

At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. The outcome of this will be recorded in brief and a copy kept on the individual’s personnel file with a recommendation for appointment if relevant. If appointment is not recommended the recruiting manager will discuss/agree this with the Director before a final decision is made.

Factors to be taken in to account include: -

- Is it a ‘spent’ offence?
- The nature of the offence
- It’s relevance to the post, position, or profession in question
- How long ago the offence took place
- The person’s age at the time
- Whether it was an isolated offence or part of a pattern of offending
- What is known about the person’s conduct and character before or since

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.