**JOB DESCRIPTION**

**Job Title Engagement Project Worker**

**Date of issue: March 2022**

**Project Area**

Talkback provides a consultation service as well as support to people with a learning disability and autism, enabling them to speak up, make choices and have more control over their own lives.

**Job Purpose**

To research and develop topics around living and community issues for people with a learning disability and autistic people and offer the opportunity to provide recommendations and solutions. To run engagement sessions with our members to increase their self-awareness and to develop new skills, confidence and self-esteem to enable them to make informed choices and decisions.

**Reporting Lines and Key Relationships**

Report to: - Your Voice Manager

**Key Responsibilities and Accountabilities**

The main responsibilities are:

* To research, develop and explore topics as required, around life issues for people with a learning disability and autistic individuals
* To run engagement sessions for people with learning disabilities and autistic individuals to increase their self-awareness and understand their lives to enable them to make informed choices and decisions; empowering them to speak up about the issues which affect their lives and personal wellbeing
* To plan, facilitate and evaluate community sessions, both one to one and for groups
* To work in a variety of creative and innovative ways, alongside people with a learning disability and autistic individuals to enable their voice to be expressed
* To work as part of a team to present the issues of those we support in a variety of forums to inspire positive change in their lives and in their communities
* To work in partnership with professionals from a range of statutory and non-statutory organisations to ensure we obtain the best outcomes
* To organise and run external training packages alongside members
* To be involved in writing reports and feedback, as required, to inform funders of the work on every aspect
* To produce and maintain electronic records, documents and reports to evidence self-advocacy activities and outcomes
* To keep up to date with relevant local and national issues, guidance and legislation affecting the lives of people with a learning disability and autistic individuals
* To follow Talkback policies and procedures
* To participate in regular support and supervision and annual appraisals
* The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your developing role within the organisation and the overall business objectives of the organisation.

**Person Specification**

**Essential**

* A commitment to the principles of self-advocacy as encapsulated by Talkback’s vision, values and mission
* Experience of facilitating group work in a variety of settings
* Experience of working with people with mental health issues
* Confident working in partnership with other agencies
* An ability to communicate simply, naturally, and diplomatically to a wide range of people in a variety of situations
* Enthusiasm, flexibility and commitment to developing self and others
* Willingness to undergo ongoing training relevant to the post
* Full UK driving licence and use of car as you will need to travel across contracted locations
* The skills and experience to work alone and to function well as part of a team
* An ability to time-manage when working on several different projects at once and to prioritise workloads, often under pressure
* An ability to manage your own time, admin, planning, personal organisation and practical arrangements
* Eligible to work in the UK
* Driving licence and own transport
* Satisfactory DBS check.

**Desirable**

* Have a Degree in Psychology or Social Care or a level of 10+ years’ experience working directly with people with learning disabilities and autistic individuals.
* Experience of working with people with a learning disability and autistic people
* Experience of working with people with dementia
* Experience of working in challenging environments
* Understanding of a person-centred approach to supporting people with learning disabilities and autistic individuals
* Ability to make responsible decisions especially under pressure or in unfamiliar situations
* Ability to give and receive feedback constructively and fully participate in support and supervision
* Well-developed IT skills and an ability to produce reports and manage your diary and email communication
* Able to work flexible and occasional unsocial hours as the role requires
* Well-read and up to date in relation to the future of social and health care services.

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| **Our Safeguarding Statement**  Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.  **Rehabilitation of Offenders Act**  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act.  We are committed to carefully screening all applicants who will work with our vulnerable members including children, young people and adults with care and support needs. All applicants are expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.  We expect all staff to have a knowledge, understanding of and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults.  All staff must be able to demonstrate the values and behaviours suitable to work with children and young people and provide demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent. They must show a desire to challenge inequality, promote diversity and adhere to Talkback’s Policies and Procedures.  **Employee**  Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate. |

This job description is intended to be an indication of the scope of the role, over time the role will evolve with changing requirement and technical advances. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

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| Name of Job Holder |  |
| Signed by Job Holder |  |
| Date |  |