

Disability Partnership Calderdale (DPC)

Engagement of Self Employed Development Worker

Annual contract value £26,755 for 30 hours per week

ROLE DESCRIPTION

Development worker - will be responsible to the secretary and chair, and working from home.

(a) **Outreach work:** meeting and liaising with numerous voluntary sector groups across all wards in Calderdale, to set up lines of communication with them and work with them on improving issues of disability access and information. Some individuals may join DPC, in other cases it may be a matter of reaching them through their own organisation. Examples may include organisations involving local community groups; local access groups; local interest groups; local sports groups; environment groups; ethnic and religious minorities, especially women.

(b) **Meeting and liaising** with numerous people commissioning, directing and managing services: Council (health and social care, highways, parking and taxi services, housing, leisure and tourism); NHS hospital trust and CCGs; fire, police and ambulance; WYCA; housing associations, and more. Arranging their attendance at our meetings to discuss services and any proposals for change and listen and respond to our members' concerns. Our members want us to improve follow-up and feedback on all matters. This is an important area for improvement.

(c) **Community Development:** Holding smaller ad hoc meetings with impairment specific groups of members to drill down in detail an understanding of issues of concern for discussion with service providers. For example - wheelchair users, taxi users, assistance dog users.

(d) **Planning, outcomes, evaluations and recording:**

Work plans will be developed with the secretary from issues highlighted by our trustees on its members' priorities. The post holder will record activities, outcomes and impacts and write evaluation reports.

(e) **Facilitation:** The post holder will work from home and meet people in their own locations, or in the very accessible meeting facilities at the King's Centre and also ad hoc meetings in accessible venues across Calderdale.

(f) **Remuneration:** The self employed post holder will have the responsibility for their own NI, Tax and Pension contributions.

Regarding the post holder's expenses, reasonable travel and out of pocket expenses will be reimbursed.

Criteria	Essential	Desirable
Qualifications		A relevant qualification, preferably NVQ L3 or above
Skills/competencies	<p>Excellent oral, written and numeracy skills</p> <p>Well developed interpersonal skills and ability to develop successful working relationships both internally and externally</p> <p>Ability to build non-judgemental rapport with individuals from all backgrounds</p> <p>Ability to multi task and organise own workload and that of others</p> <p>Strong administrative skills and excellent use of Microsoft Office</p> <p>Initiative, creativity and ability to be forward thinking</p>	<p>Skilled in research, analysis, development and planning</p> <p>Skilled in writing successful funding bids and developing other fundraising activities</p>
Knowledge	A good knowledge and understanding of the voluntary sector and its relationship with other organisations, statutory bodies and the private sector	
Experience	<p>Experience in managing a small community organisation</p> <p>Experience in recording activities, outcomes and impacts and in writing evaluation reports.</p>	<p>Experience of recruiting, managing, training and supporting volunteers</p> <p>Experience of working with adults living with disabilities</p>
Personal qualities	<p>Self motivated</p> <p>Flexible</p> <p>Reliable</p> <p>Non-judgemental</p> <p>Caring and Empathetic</p> <p>Ability to work in and around Calderdale and to travel independently</p>	

