

Generate Voices Coordinator Job description

Job title: Generate Voices Coordinator
Reports to: Inclusion and Engagement Manager
Salary: £24,579.36 Full Time Equivalent
Hours: 15 hours per week – working days to be agreed with manager.
Start date: Week commencing 7 September 2020 or as soon as possible after that.
Location: Based at 73 Summerstown (although currently from home). You may be required to work from other sites in London.

Introduction to Generate

Generate was founded in 1972 to make sure that people with learning disabilities weren't isolated in their local community. Today that passion still inspires our staff: to support people with learning disabilities to live their lives, in the way they choose – enabling people to discover their passions, connect with their communities and explore 'possibilities'. This passion drives the quality of the work we do.

The Principles of Generate are:

1. Generate members will always be at the heart of Generate and at the centre of every decision.
2. Generate will dream big to enable people with a learning disability to explore, shape and develop their own futures.
3. Generate is committed to having respectful and genuine relationships with everyone.
4. Generate works to link people with their local communities and support them to maintain their connections.
5. The Generate approach is about using and developing our skills, knowledge and experience and engaging our hearts when we work each individual to improve their lives.
6. Generate will work together with members, families, partners and stakeholders.
7. Generate will empower people with learning disabilities to campaign for their rights.

Success at Generate is judged by outcomes and impact on the lives of members. Generate seeks to be an innovator in the work that it undertakes and the methods it uses where this can benefit current and future members.

Main Purpose of Job

The Generate Voices Coordinator has overall responsibility for the Generate Voices project. Alongside a Coordinator with lived experience of a learning disability, you will develop and facilitate a speaking up forum comprising of Generate members with a learning disability.

Detailed Responsibilities and duties

1. Recruit Generate members to participate in a speaking up forum to be known as Generate Voices.
2. Plan and arrange monthly 3 hour meetings of the forum.
3. Plan each forum by creating an agenda, all supporting papers and presentations in accessible formats.
4. Engage forum members in planning future agendas and deciding what other speakers and trainers to invite to the forum.
5. Develop and implement a plan to increase the understanding of forum members of the governance of the organisation, and work towards some members being supported to represent the forum at the Generate Board of Trustees.
6. Work closely with the Wandsworth Learning Disability Network and ensure Generate Voices members are supported to attend and participate in activities related to this network.
7. Make contact with organisations that campaign for the right of people with a learning disability and seek opportunities to involve members from the forum in these as appropriate. Examples might include Mencap, Learning Disability England, Dimensions.
8. Support Generate Voices members to represent the organisation at any other relevant conferences and events.
9. Carry out risk assessments as required to ensure the safety and wellbeing of Generate Voices members.
10. Arrange payment for sessional work undertaken by Generate Voices members.
11. Arrange staff support as required for Generate Voices members attending external events.
12. Supervise the use of social media in the Generate Voices project.
13. Ensure that consent and confidentiality issues are carefully considered across all aspects of the Generate Voices project.

General Responsibilities

- Be an active member of the Generate staff team.
- Comply with all relevant Generate policies, procedures and guidelines, including but not limited to Equal Opportunities, Health & Safety, Children & Vulnerable Adults, and Confidentiality of Information.
- Represent Generate positively in a variety of situations and respond professionally to general enquiries.
- The post holder must be flexible in their hours to meet the needs of Generate.
- Keep records and report on outcomes of your work.
- Keep up to date with current issues and good practice in the field of learning disability.
- Engage with support offered by colleagues and undertake training as required.
- Undertake any other reasonable task relevant to the post that Generate managers may request.

Generate operates a no smoking policy.

Terms and Conditions

1. The actual times of work will be agreed with your line manager on a week by week basis in response to customer demand and whilst the bulk of our support is offered Monday to Friday during normal working hours you can expect to be asked to work at weekends and in the evenings.
2. Annual leave entitlement is 25 (full time, pro rata part time) days per year plus Bank Holidays.
3. All appointments are made on the basis of satisfactory right to work, DBS check and references check. There is a 6-month probationary period.

Person specification	Essential	Desirable
Experience/Knowledge:		
Experience of advocating for the rights of people with a learning disability.	•	
Experience of using person centred approaches with people with a learning disability.	•	
Ability to develop and maintain effective working relationships with people with a learning disability.	•	
Skills:		
Excellent written and verbal communication skills, including the ability to adjust communication style to different audiences, and provide accessible information.	•	
Ability to use a range of multimedia approaches to facilitate effective communication.	•	
Clear understanding of equal opportunities and valuing diversity, and ability to put this into practice.	•	
Knowledge of the challenges facing people with a learning disability.		•
Experience in writing and presenting reports.	*	
Attributes:		
Reliable, punctual, flexible and honest working approach.	•	
High attention to detail and ability to produce accurate documents to deadlines.	•	
Awareness of confidentiality.	•	
Ability to understand equality and diversity issues and put equalities at the heart of your work.	•	
Qualification/s		
Educated to A level/BTEC level 3 or equivalent		•