

Job Description: Generate Voices Coordinator



You will work on the Generate Voices project.



You will work for 15 hours a week.



You will be paid £13.33 per hour.



You will work at the Generate Offices
73 Summerstown, London, SW17 0BQ.



Your manager will be Kate Tokley.

Kate is the Inclusion and Engagement Manager
at Generate.



You will work with Pip, who is the other Generate
Voices Coordinator.

Main Job Tasks



You will help run speaking up meetings called The Forum.



Each meeting will be 3 hours a month plus 1 hour planning time.



You will talk to people who use our services and find out what they think about the service they are using.



You will think of questions to ask about what things Generate services and other services can do better.



You will help to write up reports about what you have found out.



You will go to other meetings and speak up about things that matter to people with a learning disability.



At the moment a lot of these meetings will be online.



You will read reports and information so that you are ready for meetings.



You will help to organise travel for other members who are going to meetings and events.



You will take part in campaigns that are about the rights of people with a learning disability.



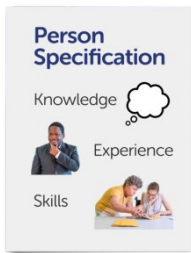
You will need to represent Generate in a positive and professional way at all times.



You must follow Generate's policies.



You must help to look after any of Generate's equipment that you use.



Skills and Experience You Need To Do This Job



You need to be organised.



You need to be good at talking to people and asking them to do things.



You should be interested in making things better for people.



You might have experience in talking in front of an audience.



You might have experience in travelling on public transport on your own.

How To Apply



Phone the Generate office to ask for an application form - 020 8879 6333.



We will post you the form or give it to you when you come to an activity.



You will fill in an application form.



You can get help from your support worker.



Send your finished application form to:

Kate Tokley, Generate, 73 Summerstown,
London, SW17 0BQ

What Happens After That?



We will read your application form.



We will ask the people who wrote the best application forms to come for an interview.



You can ask your support worker to come with you to the interview.



After the interviews we will have a think and decide who will be the best person to do the job.