

Job Description

Inclusion and Engagement Manager

Reports to: Chief Operating Officer
Salary: 36,000 per annum
Hours: 36 per week
Location: South West London

Introduction to Generate

Generate is a charity that was founded in 1972 by passionate volunteers who wanted to make sure that people with learning disabilities were not 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 that Generate does.

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.

Job Purpose:

- To manage and develop the Inclusion and Development department at Generate with the aim of developing the reach and number of co-ordinated projects that provide opportunities for employment for people with a learning disability/autism in valued and influential roles.
- To empower people with a learning disability/autism to become active and valued citizens in their local communities and beyond.

Duties will include, but are not limited to:

Manage the Inclusion and Engagement Team

1. To provide line management to the Co-coordinators of current projects (Generate Voices, Generate Volunteering and the Health Project), and future projects.
2. To embed and develop participatory and inclusive practice across Generate

3. To ensure that team members with a learning disability/autism are provided with workplace support as required to enable them to fulfil their roles.
4. To ensure all Generate employment literature is accessible to employees with a learning disability/autism.
5. To positively promote the contribution made by the Inclusion and Engagement team both within and beyond Generate.

Manage the Inclusion and Engagement projects

6. To manage project budgets.
7. To ensure plans are in place to secure further funding as required for existing projects as appropriate.
8. To contribute to Generate business planning to systematically develop the work of the department.
9. Actively seek paid opportunities for the team and co-producers (other people with a learning disability employed on a freelance basis) such as quality checking, production of accessible information.

Develop new projects and opportunities that promote inclusion and engagement for people with a learning disability.

10. Actively seek new development opportunities and funding that enable Generate to extend the model of co-employment into new service/project areas, such as quality assurance.
11. Work with service managers across Generate to identify further opportunities to create co-employment posts.
- 12.

Develop partnerships and collaborations with individuals and organisations

13. Research organisations that provide similar employment opportunities/roles and ensure that any learning is embedded at Generate (for example See Ability, Mencap).
14. Develop partnerships with organisations that Generate can work with to extend the range, reach and impact of our projects e.g. Surviving Through Story, Learning Disability England (LDE) and self-advocacy organisations such as Lewisham Speaking Up and My Life My Choice.
15. Develop joint projects as appropriate.

Monitor and evaluate the impact of the Inclusion and Engagement Department

16. Partner with external research and academic organisations (e.g. The Foundation for People with a Learning Disability, the Tizard Centre, the Norah Fry Research Centre) to evaluate the quality and impact of Generate projects.
17. Design feedback and evaluation tools to track the impact of the projects.

Promote with the work of the Inclusion and Engagement Department

18. Support the Inclusion and Engagement team to promote the work using social media platforms, and online and print media
19. Support the team to attend local and national events to show case the projects.

General responsibilities

- To be an active member of the Generate staff team.
- To 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.
- To 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.
- Engage with support offered by colleagues and undertake training as required.
- Undertake any other reasonable task relevant to the post that your Manager or the Trustees may ask.

This job description is not an exhaustive list of duties, but a guideline to indicate the main areas of your responsibilities and is of course subject to periodic review in order to meet the ever-changing needs of the organisation.

Person specification	Essential	Desirable
Experience/Knowledge:		
Previous experience of advocating for the rights of	•	

people with a learning disability.		
Previous 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	•	
Proven ability to line manage and co-ordinate staff working variable work patterns.	•	
Skills:		
Demonstrable excellent written and verbal accessible information communication skills, including the ability to adjust communication style to different audiences.	•	
Proven 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	•	
Demonstrated ability to effectively promote services	•	
Knowledge of the challenges and issues facing people with a learning disability		•
Experience in writing and presenting reports and valuations	*	
Attributes:		
Reliable, punctual, flexible and honest working approach	•	
High attention to detail and producing accurate documents to deadlines	•	
Awareness of confidentiality issues and maintain discretion with sensitive information	•	
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		•
Educated to degree level		•