



South Yorkshire Centre for Inclusive Living

Job description – Choosing Independence Project Co-ordinator

Hours:	28 per week
Salary:	£ 24,276 per annum pro rata (£18,371 actual)
Pension:	5% of annual salary
Term:	This post has funding for three years
Place of Work:	This post covers Rotherham and Doncaster, so you will be based at SYCILS premises in Kirk Sandal, Doncaster and Rotherham Central Library
Responsible for:	2 staff members and the project finances
Responsible to:	The Chief Executive

Description of Post:

You will take responsibility for the day to day operational management of SYCIL's new Choosing Independence Project, that will inform Disabled people about Personalisation and Self Directed care, and advise and assist them to take up Individual Budgets.

You will have line management responsibility for 2 project staff members and will work in conjunction with SYCIL's Training and Volunteer Co-ordinator to ensure that the project meets its targets and outputs. This will include regularly monitoring and evaluating the project and making monitoring returns to the project's funder.

We are looking for an excellent team manager with a commitment to the rights of Disabled people, and the ability to use IT, the Internet and Email within his/her daily working activities.

Specifically your role will consist of:

- Working with individual Disabled people to ensure that they get the best outcomes when approaching the project for assistance.

- Ensuring maximum publicity for the project throughout the areas to be covered
- Taking on full line management responsibility for the Choosing Independence Project Outreach Worker and Support worker
- Overseeing the project's finances, including completing monitoring returns in accordance with the needs of the project funder
- Completing written monthly project reports for reporting to SYCIL's Board of Trustees, and contributing to other reports and documents as required, for example SYCIL's annual report
- Ensuring that project staff carry out their roles, including conducting monthly supervision sessions and annual appraisals
- Ensuring that day to day project records (staff time sheets and diaries, service user records are adequately kept and stored)
- Liaising with other SYCIL staff members and outside agencies to provide referral and signposting for Service Users where appropriate
- Working on a one to one basis with Service Users on resolving issues and troubleshooting wherever necessary
- Representing SYCIL and Choosing Independence at networking events and meetings as the need arises
- Any other duties as commensurate with this post, after agreement between the line manager and post holder.

NB Choosing Independence also employs a Training and Volunteer Co-ordinator. You will be required to work closely with this post-holder to ensure that the project delivers its outcomes, although there will be no line management responsibilities.

You will need:

Essential Criteria:

- Experience of working with Disabled people in an enabling role and managing staff teams within advice and information provision.

- Demonstrable understanding of Disability and Disabled people's rights to choice and independence
- The ability to take direction from Disabled people
- Demonstrable understanding of adult safeguarding issues
- Experience of staff line management
- Experience of financial management, project evaluation and completing monitoring returns
- Experience of attending and contributing positively to meetings and events
- The ability to travel independently between Doncaster and Rotherham due to the nature of the areas covered by this post
- Good organisational and time management skills, with the ability to prioritise busy work loads

Desirable Criteria:

- Experience of project development and fundraising
- Some understanding of working with volunteers
- Knowledge of the South Yorkshire area
- A management qualification, or the willingness to work towards one
- Willingness to undertake further personal development activities and/or training

This post is initially offered on a three year fixed term contract, but it is SYCIL's intention to seek continuation funding to continue Choosing Independence beyond the current funding period.

