



The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW  
0114 2536750  
[info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)  
[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

Dear Applicant

**Healthy Living & Physical Activity Project Co-ordinator**

Thank you for your interest in the above position with Disability Sheffield. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. You should provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions or would like an informal chat about the post please email [emily.morton@disabilitysheffield.org.uk](mailto:emily.morton@disabilitysheffield.org.uk)

Your completed application should be returned to us by **9am, Monday 16<sup>th</sup> August 2021**

Late applications and CVs will not be accepted.

Interviews will be held on **Monday 23<sup>rd</sup> Aug 2021**

Please email your completed application form to:  
[emily.morton@disabilitysheffield.org.uk](mailto:emily.morton@disabilitysheffield.org.uk)

Or post to:

Emily Morton, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

We have a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,

Emily Morton  
Chief Executive

### Job Details

<b>Job Title</b>	Healthy Living & Physical Activity Project Co-ordinator
<b>Office Location</b>	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
<b>Salary</b>	£26,999.00
<b>Pension</b>	6% employer contribution
<b>Hours</b>	Full-time 35 hours per week or job-share 17.5hrs per week

### About Disability Sheffield

Disability Sheffield is a registered charity and a Disabled People's User Led Organisation (DPULO). DPULOs are organisations run by disabled people, for disabled people.

Since 2003, our small local charity has been enabling disabled people in Sheffield to overcome the barriers that prevent them from being fully included in society.

We are committed to and promote the *Social Model of Disability*. We believe that people with impairments are disabled by the barriers they face in everyday life such as inaccessible communication formats, people's attitudes or inaccessible buildings and not by the way their minds and bodies work.

The majority of our dedicated team (trustees, staff and volunteers) have personal experience of living with an impairment. We are therefore well placed to equip disabled people with the knowledge and confidence to address the challenges they face.

We work alongside disabled people, organisation that represent them, the statutory and voluntary sectors, and the wider community to:

- Promote inclusion, choice and control
- Encourage independent living
- Challenge negative perceptions of disability
- Give a collective voice to one of Sheffield's lesser heard communities

## What We Do

We focus on improving the quality of life of disabled people and their families. We offer a wide range of disability-related information, provide an advocacy service, and facilitate activities to enhance health and well-being.

Sheffield CCG have funded this new 3-year project with the aim of developing innovative ways to increase the capacity of existing community organisations to support people with a learning disability, autism and/or severe mental illness to access healthy living and physical activity opportunities in their local communities

## Job Description

### Main Purpose of Job

The project co-ordinator will work with people with lived experience and community organisations to identify barriers in accessing existing healthy living and physical activity opportunities in Sheffield, including identifying gaps in current provision, skills and knowledge.

The project co-ordinator will support community organisations to increase their capacity through developing training, resources and other practical support in response to the gaps and needs identified within community organisations.

The project co-ordinator will recruit a small group of people with lived experience to oversee the work and be involved in the development of any resources, including the delivery of training and skill development.

### Location

The role is ordinarily office based though there is flexibility to be part office, part home-based. It will also include outreach work and visits to community organisations

### Duties and Responsibilities

- To set up a steering group made up of people with lived experience to provide overview and steer the project
- To recruit, train and skill up a group of people with lived experience to support with the development of resources and delivery of training
- To talk to people with a learning disability, autism and/or severe mental illness about their experiences of what has worked well and the barriers they have faced with accessing healthy living and physical activity opportunities.
- To talk to community organisations about their experiences of delivering healthy living and physical activity opportunities, identifying gaps in current provision, skills and knowledge.

- In response to needs identified review existing resources and tools, to support capacity building of community organisations, and look to develop resources and practical support where gaps are identified.
- Compile a list of existing healthy living and physical activity opportunities. Review where and how this information can currently be accessed, identifying ways to promote more widely.
- Develop a peer support network for community organisations and volunteers to share experiences and learning
- Complete monitoring including collecting case studies and feedback from people, community organisations and stakeholders
- Support community organisations to monitor outcomes
- Write evaluation of the project, including recommendations for the long-term sustainability of the provision including access to resources and training
- Attend regular review meetings with the commissioners
- Regularly review progress against the project plan, adapting as required in conjunction with commissioners
- Actively participate in supervision sessions
- Undertake necessary training and development as identified through the supervision process.
- Ensure that all duties and functions are carried out in accordance with the organisation's policies and procedures
- To undertake any other duties which fall within the scope of the post

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

### **Person Specification**

All of the following requirements will be assessed from a combination of information provided from the application form, interview, and references:

#### **Essential**

1. An understanding and knowledge of the Social Model of disability, the Independent Living Movement, and a commitment to the disability rights movement.
2. Experience of working with people with a learning disability, autism and/or severe mental illness
1. An understanding of involving people with lived experience in developing and delivering a project
2. Experience of working in or with local community groups and organisations
3. Experience of developing and delivering training or activity sessions
4. Ability to prioritise work tasks and balance competing demands.
5. Excellent inter-personal skills.
6. Ability to work on own initiative and highly self-motivated.
7. Excellent written and oral communication skills and the ability to adapt communication style as appropriate in different situations.
8. Willingness and ability to travel round Sheffield to carry out outreach work
9. Ability to use Microsoft Office software and good computer literacy.
10. A willingness to undertake training identified as relevant to the post.
11. The ability to ensure that health and safety requirements are met within the organisation
12. Eligibility to work in the UK

### **Desirable requirements**

3. Personal experience of disability through self or family.
4. Experience of a user controlled and led organisation.
5. Experience of working with volunteers
6. Knowledge of healthy living and physical activity provision in Sheffield

## **Terms and Conditions of Employment**

Outlined below are some of the main terms and conditions of employment relevant to all employees of the organisation

### **Probation**

All posts are subject to a probationary period of three months unless otherwise stated on the letter of appointment, during which your performance will be reviewed from time to time.

### **Location**

The main location for this post is currently The Circle, 33 Rockingham Lane, Sheffield S1 4FW. You may be required to work in other locations from time to time, including occasional meetings in other parts of the UK. We are flexible to discuss partly home working.

### **Disclosure and Barring (DBS)**

This post is subject to a satisfactory basic disclosure from the Disclosure and Barring Service

### **Equal Opportunities**

Disability Sheffield affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

Disability Sheffield has an Equality and Diversity Policy and all employees are expected to be aware of, and adhere to, the provisions of this policy and carry out their duties and responsibilities in accordance with this policy.

### **Pension Scheme**

You are entitled to a contribution of 6% of gross salary to an approved Pension Scheme, currently NEST. Government auto-enrolment pension requires you to contribute a certain % of your salary, currently 2%. You may choose to make an additional contribution from your own salary subject to the maximum allowed for tax purposes.

### **Annual Leave**

The holiday year runs from 1 April to 31 March. Holiday entitlement is 33 days per year (including 8 bank and statutory holidays). Holiday will be calculated on a pro-rata basis for part-time staff. In addition you are entitled to a day off on your birthday

### **Sick Leave**

The organisation sick leave arrangements are one month full pay and one month half pay in any rolling one-year period

### **Notice Period**

For the co-ordinator post 1 months notice of termination is required from the employee