

Job Description

Job title:	Project Development Worker
Office Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	£27,100 (£13,398.95p.a. pro-rata)
Pension:	6% employer contribution 2% employee contribution (minimum)
Hours:	21 hours per week (with a view to increasing)
Contract Type:	Fixed term (one year with view to make permanent)
Line management:	Sheffield Voices Project Manager

About Disability Sheffield

Disability Sheffield Centre for Independent Living is a pan-impairment charity driven by people who self-define as disabled people, whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties.

We support disabled adults to make their voice heard, whether through individual advocacy services or through a range of projects seeking to ensure disabled people are at the heart of all decision making across Sheffield.

Main Purpose of job

You will be working in a small but busy team assisting with the day to day running of community social advocacy projects. Your job role will include attending and co-delivering group sessions, workshops, and events. This includes, but is not limited to, coffee mornings, art and drama sessions, and large community events.

As well as supporting our established groups, you will be building on our young person's self-advocacy project that we started last years as the main part of this role. This will include working in partnership with other youth services increase the voice and influence of young disabled people within services and their community.

Our work also takes us around the city and beyond, and there are many opportunities to develop skills in public speaking, group facilitation, event planning and campaigning.

Location

By default, all our posts are office based. In practice, our team work a mixture of both office based, site based, and / or home working, as agreed with their line manager. As a disabled people's user-led organisation, we are very flexible with working arrangements and all reasonable requests will be approved.

Main Duties and Responsibilities

1. To support the development of our Young Persons Self Advocacy Project within Sheffield.
2. To build a steering group for our youth project.
3. To co- facilitate sessions in the group that support disabled young people to influence positive change in their community.
4. Build relationships with Sheffield Voices members and support them alongside existing staff in meetings both in person and online.
5. Liaise with and support Sheffield Voices members to attend consultation meetings and our regular groups if needed.
6. To support group members who may have issues that need referrals to other teams or services.
7. Support our Community Network lead to deliver and co-ordination of public facing meetings and events.
8. Support core staff with admin duties.
9. To facilitate an online social evening once a fortnight.
10. Attend/link with other groups in the city, particularly youth groups.

Person specification

Each of the following requirements will be assessed collectively from the application form and interview process.

Essential requirements

1. Experience of working or volunteering with people with disabilities including experience from personal circumstances.
2. Able to complete an enhanced DBS check.
3. An ability to adapt communication style as appropriate in different situations, for example, being able to explain things in accessible ways to our group members.
4. Strong organisational skills, with a high level of attention to detail, ensuring tasks are seen through to completion.
5. Experience of group facilitation, discussions or workshops.
6. The ability to work as both part of a team and on assigned tasks independently, and proactively use initiative.
7. Excellent inter-personal and communication skills, with the ability to adapt communication style as appropriate to different audiences.
8. Good IT, computer-literacy, and experience of Microsoft Office.
9. A good understanding of data protection, confidentiality, and sensitivity issues
10. An enthusiasm for a varied role, getting involved with and supporting a broad range of work within our community engagement teams.
11. Able to be flexible with some evening and weekend work.
12. To be kind, empathetic and non-judgemental as well as patient and calm with others.
13. An understanding and commitment to the importance of equal opportunities, diversity, and anti-discriminatory practice, in particular the Disability Rights Movement, Social Model of Disability and the Independent Living Movement

Desirable requirements

14. Youth worker qualification - preferably Level 2, 3 or diploma in youth work practice or equivalent or willing to work towards this (fully funded).
15. Experience of updating social media, Eventbrite and similar.

16. Personal experience of disability through self, family, or work.

17. Confidence in leading groups.