

## Job Description

<b>Job title:</b>	Sheffield Voices Project Development Officer
<b>Office Location:</b>	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
<b>Salary:</b>	£27,100 (£21,680 pro-rata)
<b>Pension:</b>	6% employer contribution 2% employee contribution (minimum)
<b>Hours:</b>	28 hours per week (with a view to increasing)
<b>Contract Type:</b>	Fixed term (one year with view to make permanent)
<b>Line management:</b>	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 community advocacy projects seeking to ensure disabled people are at the heart of all decision-making across Sheffield.

## Main Purpose of job

You will be part of the small but busy Sheffield Voices team which works with adults with learning disabilities and / or autism, assisting with the day-to-day running of community social advocacy projects. Your job role will include organising, attending and co-delivering group sessions, workshops, and events, all of which are ultimately aimed at getting people's voices heard. This includes coffee mornings, facilitation of online and in-person sessions, supporting creative sessions in community groups, and helping to plan and support large community events.

As well as supporting our established groups, you will be helping to develop this project further through partnership work. This includes supporting our members'

involvement in several university-based research projects, working with organisations such as Sheffield Council, SHSC, and the NHS, and supporting the Sheffield Voices Manager in attending various boards and focus groups in Sheffield. As Disability Sheffield's broader community advocacy programme develops over the next couple of years, you may also be asked to support similar work and activity with a broader, pan-disability focus / community on occasion.

As part of your role, you will be expected to work independently on tasks set by your line manager. This includes co-hosting and occasional hosting of online events, as well as managing your time to complete preparation and project work.

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 running of the Sheffield Voices self-advocacy project.
2. To co-facilitate and facilitate online and in person sessions that support disabled people to influence positive change in their community.
3. Support the Sheffield Voices manager to engage, maintain and develop strong networks and partnership working with key VCS organisations.
4. Effectively promote Sheffield Voices and Disability Sheffield activities and events through marketing / communications, social media and close working relationships with key VCS and statutory sector partners.
5. Support the Sheffield Voices manager in monitoring membership levels and cross-community representation, actively engaging new members through outreach activity as required
6. To build relationships with Sheffield Voices members and support them alongside existing staff in meetings both in person and online.

7. Liaise with and support Sheffield Voices members to attend consultation meetings.
8. To support group members who may have issues that need referrals to other teams or services.
9. Support Sheffield Voices Manager to deliver and co-ordination of public-facing meetings and events.
10. Support core staff with admin duties.
11. Work independently on projects, meeting write-ups and developing Easy Read documents (training provided)
12. Attend/link with other groups and organisations in the city, particularly pan-disability and intersectional groups as appropriate to ensure our community advocacy work is informed, aligned with wider activity and realising it's full potential across the full community.

## **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 or being comfortable talking to academics or commissioners, etc.
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 using initiative to chase up actions.
7. Good IT, computer-literacy, and experience of Microsoft Office.
8. A good understanding of data protection, confidentiality, and sensitivity issues

9. An enthusiasm for a varied, proactive role, getting involved with and supporting a broad range of work within our community engagement teams.
10. Able to be flexible with occasional evening and weekend work.
11. To be kind, empathetic and non-judgemental as well as patient and calm with others.
12. A passion for social justice and 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**

13. Experience of updating social media, websites and database working.
14. Personal experience of Learning disabilities and/or Autism through self, family, or work.
15. Experience of attending or hosting online meetings.
16. Knowledge of Easy Read format or other relevant accessible information production.
17. Confidence in leading groups.