



Job Information Pack

Right to Control Employment Development Worker

May 2013

Dear Applicant

**RIGHT TO CONTROL EMPLOYMENT DEVELOPMENT WORKER
– SHEFFIELD CENTRE FOR INDEPENDENT LIVING**

Thank you for your interest in the above position with Sheffield Centre for Independent Living. 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 a time when you have had to use the necessary skills.

Your application should be typed or completed in black ink. The panel will consider the presentation of your application during the selection process.

Your completed application and equal opportunities monitoring form should be returned to us by 5pm on Wednesday 29th May 2013.

Late applications will not be accepted. CVs will not be accepted.

Interviews will be held on **Thursday 6th June 2013/ Friday 7th June 2013.**

Please send your completed application form to:
**Employment Development Worker Recruitment
Sheffield Centre for Independent Living
The Circle
33 Rockingham Lane
SHEFFIELD S1 4FW**

Or e-mail recruitment@inclusivesheffield.org.uk

Yours faithfully

Emily Morton
Sheffield Centre for Independent Living

THE INDEPENDENT LIVING MOVEMENT AND DISABLED PEOPLE...

The origins of the Independent Living Movement in the UK go back to the late 1970s. Disabled People in the UK, like many other disabled people in other Countries were very disenchanted by the services being provided for them at this time. Disabled people felt the services were paternalistic, institutional, second class, too medically orientated and out of touch with their real needs As a result of this they looked elsewhere for solutions to overcome their restricted predicament and living conditions. This led to a number of disabled people finding out about Independent Living which consequently led them to visit the USA, researching into their Independent Living Movement in terms of how it started, what it did and how it developed. They felt the concepts, ideas and philosophy of Independent Living were very significant and appropriate, and would be helpful and innovative in the UK and point a way forward for disabled people in the future.

During 1980 and 1981 a number of leading and key individual disabled people were able to raise funds so that they could travel to explore looking into the Independent Living possibilities in the USA, particularly in Berkeley California, which is where the first Centre for Independent Living was established. These people included Vic Finkelstein, a radical activist, sociologist and founder of UPIAS, (Union of the Physically Impaired Against Segregation) which was largely responsible for the conception of the social model of disability, Rosalie Wilkins, a TV presenter of a disability programme and disability activist, and John Evans, one of the founders of Project 81, an innovative scheme to help disabled people get out of institutions and at the time living in an institution himself. These 3 were followed by many others in later years. It was not only disabled people from the UK who went to America, looking for answers and inspirations for their situation at this time, as many other European disabled people did so in their quest for Independent Living too.

ABOUT SHEFFIELD CENTRE FOR INDEPENDENT LIVING

Sheffield Centre for Independent Living is a 'not for profit' pan-impairment organisation driven by disabled people. We deliver responsive, high quality and professional services supporting adults who self-define as disabled people (whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties). Sheffield Centre for Independent Living (Sheffield CIL) is a grassroots charity (registration charity 1112712) run and controlled by disabled people founded in January 2003 and now a registered not for profit company limited by guarantee (registration 4639160).

Our work and services....

Sheffield Centre for Independent Living delivers an independent, free of charge, dedicated Advocacy and Disability Information Services for all disabled people over 18 years of age living in Sheffield, The organisation is also the DPULO working in collaboration with Sheffield City Council as a trailblazer for Right to Control. This post will be based in Sheffield.

If you would like to find out more information about Sheffield CIL: www.sheffieldcil.org.uk

JOB DETAILS	
Job title:	Right to Control Employment Development Worker
Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	SP29 - £14,787.60 p/a (F/T £24,646)
Hours:	Part-time - 21 hours per week (35 hour week f/t)
Contract Type:	Fixed term – end January 2014
Reporting to:	Right to Control Employment Work Stream and RtC Programme Board
Accountability:	Line management will be provided by Sheffield CIL RtC development worker

MAIN PURPOSE OF JOB

- To provide training, advice and guidance on support planning to meet employment outcomes
- To raise awareness of the employment agenda and the range of support that is available to disabled people including the RtC funding streams
- To act as a link between JobCentre Plus, the Local Authority and third sector organisations
- To develop staff and disabled people's awareness of the services and support available from JobCentre Plus and other organisations
- To build on and develop employment pathways for disabled people and people with long term health and mental health conditions
- To ensure accessible information is available regarding RtC, employment related support and and support planning to meet employment outcomes for disabled people.
- To increase uptake of employment related support and maximise the support that is available to disabled people

KEY DUTIES AND ROLE

Training, advice and guidance

- Develop training resources for support planners and adult social care staff on employment, including: sources of funding and support, pathways to employment and understanding and overcoming barriers for disabled people
- Provide training to support planners and Adult Social Care staff on employment for disabled people to include: sources of funding and support, pathways to employment and understanding and overcoming barriers
- Produce a resource pack for disabled people, staff and external organisations (including support planners) around support planning for employment outcomes
- Promote the interactive toolkit of employment information, advice and support located on Sheffield CIL's website
- Use SCIL's On-line to log enquiries in order to monitor number of employment related enquiries, the issues raised in the enquiries and any gaps in provision identified
- Provide advice/support to support planners to increase the numbers of people with support plans that include employment outcomes

Improved co-ordination and awareness of employment and support planning, and employment funding and support

- Develop and improve links between Local Authority, Jobcentre Plus, Health, third sector organisations
- Identify areas of overlap between Jobcentre Plus and the Local Authority in terms of employment related support
- Build on work already undertaken to understand employment pathways and the link to RtC funding streams
- Increase awareness amongst external support planners, individual and the Local Authority around employment and support planning, and employment funding and support that is available
- Link with the employment work being developed within SCC learning disabilities service

Future developments

- Identify any barrier around the employment agenda, and feedback through Right to control governance structures in order to explore solutions

- Attend RtC employment work stream meetings and associated task groups as and when requested
- Link with the employment work taking place in Barnsley and other RtC trailblazer areas such as Leicester
- Provide regular updates to the RtC employment work stream on progress
- Provide evaluation report to RtC employment work stream with recommendations for next steps and longer term sustainability
- Capture case studies showing best practice and lessons learnt

Additional responsibilities

- To adhere to all Sheffield CIL's service standards, policies and procedures.
- To comply with the data protection regulations
- To be responsible for personal learning and development
- To work in a manner that facilitates inclusion and use reflective practice to identify examples of best practice.
- To implement the organisation's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the Board of Trustees.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

PERSON SPECIFICATION	HOW IDENTIFIED	RANK
Relevant Experience		
Experience of improving the employment, choice and control options for disabled people	Application form and interview	Essential
Experience of working effectively in partnership across a range of organisations	Application form and interview	Desirable
Experience of producing training materials and delivering training to groups of people	Application form and interview	Essential
Experience of producing support plans and an excellent understanding of what makes a good support plan	Application form and interview	Desirable
A good understanding of communications approaches and of developing/implementing communications strategies	Application form and interview	Essential
Education and Training Attainment		
Qualified to HND or equivalent in a relevant subject area	Application	Desirable
General and Specialist Knowledge		
Knowledge of the Personalisation Agenda and Right to Control	Application form and interview	Essential
An understanding of the role of support planning and the approach adopted in Sheffield	Application form and interview	Essential
A good understanding of approaches to delivering training and the skills needed to ensure training is well attended and effective		Essential
Skills and Abilities		
Good written and verbal communication skills	Application form and interview	Essential
Ability to work effectively in partnership with other organisations and services	Application form and interview	Essential
Able to work effectively on own initiative as well as part of a team	Application form and interview	Essential
Excellent organisational skills and the ability to deliver to tight deadlines	Application form and interview	Essential
Ability to use standard word processing and spread sheet applications	Application form and interview	Essential
Strong data collection, analysis, record keeping and report writing	Application form and interview	Essential
Other attributes		
Commitment to equality, diversity and social inclusion	Application form and interview	Essential
Ability to travel round Sheffield in connection with the duties of the post	Interview	Essential

ABOUT RIGHT TO CONTROL (RTC)

Right to Control is a new legal right for disabled people and people with long term health and mental health conditions. It aims to give disabled people more choice over the support they need including social care, employment and housing support

It is a pilot that builds on the work being done by the government to give disabled people more choice and control over how they receive their support.

Sheffield and Barnsley Trailblazer

The Right to Control pilot began in March 2011 and will continue until December 2013. It is being tested in several different local authorities that make up seven national 'trailblazers'. These trailblazers are working with the Office for Disability Issues to evaluate the pilot. In Sheffield and Barnsley, disabled people will continue to have control over how they receive their support from Adult Social Care. The big change is that they will now also have more choice and control over how they receive social care, housing and employment related support. If you are aged 18 or over, and you are a new applicant who is eligible for funding, you will be able to have the Right to Control.

What support and funding is available?

Adult Social Care and Jobcentre Plus support services, called 'funding streams' involved in Right to Control include:

- Adult Social Care
- Disabled Facilities Grant
- Supporting People (long-term support)
- Work Choice
- Access to Work

You will be able to choose from the following:

- To use the support service that is offered now, if it works for you
- To request that Adult Social Care or Jobcentre Plus arrange a different support service
- Receive a Direct Payment to purchase your own support (excludes Disabled Facilities Grant)

The Office for Disability Issues worked closely with disabled people to develop the legislation of Right to Control. To continue this, our trailblazer is working with local user-led organisations to develop the project and make it work. In Sheffield, Right to Control is working with Sheffield CIL.

JOB APPLICATION GUIDELINES

Sheffield Centre for Independent Living is an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

1. Please complete all sections of the form.
2. Please type the application form where possible. If you are filling in by hand please use black ink, as it may be photocopied. Do not stick or glue paper to the back of the form as it may get caught in the photocopier. Please add a separate piece of paper instead.
3. After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post.
4. Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
5. Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. It is sufficient to state that you have a specific number of 'A' levels and GCSEs, or equivalent qualifications, unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
6. The personal statement is an important part of the application form and should be used to tell us how you meet the person specification and what experience you have that is relevant to the job description. Always remember to specify your personal responsibilities rather than those of your section or department. Remember to explain how your current or previous experience relates to the job you are applying for.
7. Please ensure that your completed application form is returned by the date and time stated at the beginning of this information pack. Do not attach any other documentation. Any attachments, such as CVs, references or photocopies of your qualifications will be disregarded and will not be seen by the selection panel.
8. Your completed equal opportunity form must also be sent to the recruitment@inclusivesheffield.org.uk or address a separate envelope to Recruitment, Sheffield Centre for Independent Living, as stated on the equal opportunities form.

INFORMATION FOR CANDIDATES

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. During this probationary period, either party may terminate the contract by giving the appropriate notice. After satisfactory completion of the probationary period, the notice stated on your contract of employment will apply.

Location

Your main place of work will be detailed in your contract of employment. You may be required to work in other locations from time to time. You will not be required to work outside the United Kingdom for a continuous period of more than one month.

Salary Payment

All new employees are placed on a set grade based on the organisation's salary scheme, and this is normally reviewed in April of each year. The commencing salary will be as stated in the contract of appointment. Salaries are paid in arrears on or around the 20th of each calendar month, by direct credit transfer into a bank or building society account.

Annual Leave

The holiday year runs from 1 April to 31 March. In each holiday year, in addition to bank and statutory holidays, the holiday entitlement in the first full year will be 30 days, pro-rated according to hours of work and start date. Holiday will be calculated on a pro-rata basis for part-time workers.

Pension Scheme

After successfully passing your probation you may be eligible to join the organisation's nominated pension scheme subject to the rules of the scheme as amended from time to time.

The organisation currently operates a stakeholder pension scheme provided by Scottish Widows. Employees may contribute a percentage of their salary to the scheme and the organisation makes a contribution of 6% of the employees' gross salary. Sheffield Centre for Independent Living will not pay into a personal pension scheme.

Sick Leave

The organisation sick leave arrangements are; one month full pay and one month half pay for an extended period of sickness.

Benefits

The organisation offers access to an Employee Assistance Programme provided by Health Assured. A range of services can be accessed through the scheme, including health and wellbeing information and advice. The programme also provides counselling services and legal and financial advice.

No Smoking

The organisation operates a no smoking policy.

DBS (previously known as CRB)

This post is subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS).