

**Job Description – Inclusion Hub Project Worker**

**Summary of the Role**

Inclusion Gloucestershire is commissioned by Gloucestershire County Council to run Inclusion Hubs (formerly known as Drop-Ins) in Gloucester, Cheltenham and the Forest of Dean. The Gloucester Hub has been run by us since 2016 and is a safe space where people with disabilities and mental ill health can socialise, have their voices heard and engage in a range of activities.

This role sits within the Inclusion Hub team, alongside another Inclusion Hub Project Worker and the Project Manager, and involves running the Gloucester Hub, supported by colleagues with lived experience of disability and volunteers. You will ensure that there is a varied timetable of meaningful activities, that the Hubs are welcoming safe spaces for people with a range of disabilities, and that the Hubs are professionally run in line with health and safety and safeguarding guidelines.

**Job Purpose: To run the Gloucester Inclusion Hub, creating a safe space where people with disabilities and mental ill health can socialise, have their voices heard and engage in a range of activities.**

**Reports to: Inclusion Hub Manager**

**Main Duties and Responsibilities**

The duties of the role will include, but are not limited to, the following:

1. Act as the ‘responsible’ person running the Inclusion Hub (supported on a regular basis by colleagues with lived experience)
2. Supporting colleagues with lived experience to understand and fulfil their roles
3. Supporting the Inclusion Hub Manager to ensure all activities are managed within a health and safety and safeguarding framework.
4. Organising a range of activities and events at the Inclusion Hub and in the wider community.
5. Building membership by promoting the Hub and encouraging attendance
6. Developing links with community organisations and individuals in order to create every day opportunities for disabled people and to promote the work of Inclusion Gloucestershire
7. Linking people either individually or within small groups to a range of opportunities within the community (through Bridge Building)
8. Working with people to capture their voices, stories and where possible co-produce action plans
9. Identifying and acting upon any Safeguarding concerns, in line with Inclusion Gloucestershire’s Safeguarding Procedure
10. Presenting information in an appropriate and accessible format (Easy Read)
11. Keeping case notes on an electronic recording system
12. Completing appropriate training
13. Any other duties as reasonably required.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the organisation.

**Essential Skills/Experience**

* Able to plan, manage workload, prioritise tasks and meet deadlines
* Confident running activities alone
* Resilient, calm and able to use initiative
* Able to keep clear notes
* Good communication skills and ability to easily build rapport with individuals, staff and managers
* Trustworthy and able to handle confidential information
* Reliable
* Team player
* Computer literate
* Willing to learn
* Friendly, caring and understanding
* Understanding of safeguarding (training will be provided)
* Able to travel independently

**Desirable Skills/Experience**

* Experience of a range of support services for people with disabilities. This could be as a disabled person or in the role of staff, management, family/carer.
* Experience of supporting or working with people with disabilities
* Ability to communicate with people who have disabilities and may not be able to communicate verbally

**Values and personal beliefs**

1. Genuine commitment to co-production with energy and ideas to make it real.
2. Recognising people as assets with an ability to see and understand the individual, not just the behaviour or disability
3. Promoting reciprocity, giving and receiving, because it builds trust between people and fosters mutual respect.
4. Recognising that we all have a part to play and responsibilities to make our work as a team a success.
5. Tireless commitment to challenging, questioning and advocating with and for disabled people in order to raise quality in services

**Terms and Conditions**

Permanent (subject to continued funding)

Hours: 16 per week on a fixed term basis until 31st March 2020. These must be

worked when the Hub is open on Monday, Wednesday and Friday

Pension: 2% Nest Pension after successful completion of 3 month

Probationary period, subject to meeting qualifying conditions.

Salary: £19429 pro rata

Location: Inclusion Hubs in Gloucester

Holiday: 28 days + bank holidays pro rata

***Appointment to this role requires an Enhanced DBS check***

**Please return completed applications by 14th January 2020 5pm**

**By email to** [info@inclusion-glos.org](mailto:info@inclusion-glos.org)

**Or by post to**

**Janet Hawkins**

**Inclusion Gloucestershire**

**2 St Michaels Court**

**St Michaels Square**

**Gloucester**

**GL1 1JB**