

**Job Description – Inclusion Hub Project Worker**

**About us**

Inclusion Gloucestershire believes that everyone has gifts, ambitions, aspirations and strengths. Sometimes, people with disabilities or mental ill health experience barriers, setbacks and challenges which hinder their personal potential.

Our ambition is to change that through coproduction with people with disabilities. Our focus is championing people from an all age, all disability perspective. That includes people with physical disabilities, learning disabilities, sensory impairment and mental ill health.

Our programme of work aims to impact upon Health and Wellbeing Inequalities by creating every day opportunities for people and by showcasing what is possible through a range of practical projects.

**The Organisation**

Inclusion Gloucestershire is a registered charity and is a young, growing, dynamic organisation. We are passionate, determined, tenacious and inclusive.

Inclusion Gloucestershire (formed from the amalgamation of two established user-led organisations, Gloucestershire Voices and PING) aims to capture the voice of people who all too frequently can be excluded.

* We have a track record in the design and delivery of user-led support projects, including but not limited to quality checking of physical disability and learning disability services, creating accessible information, Fire Safety Workshops, an inclusive theatre company and running community inclusion hubs.
* We provide information, support and events and include people with a broad range of disabilities, family members, Health and Social Care providers and other stakeholders.
* We aim to influence positive change through innovative projects which are co-produced by people with lived experience.
* We build alliances and are committed to developing good practice models both locally and nationally.
* We thrive on new ideas and creativity, building upon people’s strengths.
* We deliver services that directly improve the everyday opportunities for people with disabilities.
* Our ambition is to create a broad range of services that are delivered by people with lived experience.

Our portfolio of work and projects aims to reflect the objectives set out in Gloucestershire County Council’s Building Better Lives Strategy. This means we work to an all disability brief through uniting, partnering or forming alliances with other groups representing or providing services to people with disabilities across the Gloucestershire.

**Opportunities to join Inclusion Gloucestershire**

We have an exciting opportunity to join our expanding talented team as an **Inclusion Hub Project Worker**, delivering our successful and popular Inclusion Hub model across the county.

**About you**

**You will be passionate about inclusion, with a positive strengths-based outlook. You will believe that everyone can make a meaningful contribution and will enjoy working to facilitate that. You will be engaging, fun and approachable, whilst also able to organise and deliver to a timetable of activities, maintain boundaries and deal with a range of scenarios. You will be excited by a role that is never dull!**

**Summary of the Role**

Inclusion Gloucestershire is commissioned by Gloucestershire County Council to run Inclusion Hubs (formerly known as Drop-Ins) in Gloucester, Cheltenham, Coleford and Stroud. 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. The Hubs in Cheltenham, Coleford and Stroud were set up in October this year so need to be nurtured and promoted to become the success that the Gloucester Hub is.

This role sits within the Inclusion Hub team, alongside another Inclusion Hub Project Worker and the Project Manager, and involves running one of the four Hubs at any time, 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 Inclusion Hubs, creating safe spaces 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 the Inclusion Hub Manager to ensure all activities are managed within a health and safety and safeguarding framework.
3. Organising a range of activities and events at the Inclusion Hub and in the wider community.
4. 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
5. Linking people either individually or within small groups to a range of opportunities within the community (through Bridge Building)
6. Working with people to capture their voices, stories and where possible co-produce action plans
7. Identifying and acting upon any Safeguarding concerns, in line with Inclusion Gloucestershire’s Safeguarding Procedure
8. Presenting information in an appropriate and accessible format (Easy Read)
9. Keeping case notes on an electronic recording system
10. Completing appropriate training
11. 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.

The role requires a car driver, with vehicle available and insured for business purposes

**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 with full driving license and use of a car

**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

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***

***Candidates are expected to have a full clean driving licence and insurance for business purposes.***

**Closing date for Applications 19th August 2019**

**Interviews 26th August 2019**

**Please return completed applications**

**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**