**Job Description**

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| **Project:** | **Building a Better Future** |
| **Post:** | **Engagement, Inclusion and Support Coordinator** |

**Job Purpose**:

To work as a Community Engagement, Inclusion and Support Coordinator on the Big Lottery Community Funded Project. Work to promote social inclusion through user led activities and promote groups to provide ongoing peer support, developing and coordinating advocacy for the project.

**Principal Responsibilities and Activities**:

* To recruit beneficiaries, volunteers and advocates to the project
* To work with Caseworkers to ensure that the beneficiaries’ needs are met
* To assess the needs of beneficiaries ensuring that the project works for their priorities and provide information and advice on local activities to promote social inclusion
* To work with other agencies as applicable, to ensure that the beneficiaries needs are met by the most suitable organisation
* To recruit, train, retain and coordinate advocates to extend the reach of the project into their communities. To promote social media and electronic means of communication to reduce social isolation
* To ensure that the project is compliant with the Information Sharing protocols and that all personal data is effectively protected, handled and secured and complies with Data Protection Legislation

Salary: Actual £9,000 for 16.25hrs per week. Post funded until to 31st January 2023

Closing date: **30/06/21**

Interview Date: TBC

To apply please click on the application pack link or email [info@dapwales.org.uk](mailto:info@dapwales.org.uk). Return completed form either electronically or post to:

Disability Advice Project - Building a Better Life

Unit 9A, Avondale Business Park, Avondale Road, Cwmbran, NP44 1UG

**General**

**Values**

We work within a culture and environment that reflects the following values – Approachable, Integrity, Clear, Bold, Excellent

All employees are expected to demonstrate and reflect these values in their day to day activities.

**Health and Safety Requirements**

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable DAP to meet its own legal duties and to report any hazardous situations or defective equipment

**Equal Opportunities**

We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment for all roles and full support will be provided

**Safeguarding**

We take the Safeguarding and protecting of children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Safeguarding Lead

**Confidentiality**

Ensure that complete confidentiality is maintained at all times. All information relating to clients, participants, associates, staff etc. is processed in accordance with the Data Protection Act 2018

**Flexibility**

In addition to the duties and responsibilities outlined, you must be prepared to undertake such additional duties which may result from changing circumstances, however which may not necessarily change the character or level of responsibility of the post

**Pensions**

DAP provides a workplace pension in line with statutory duty. We use NEST the pension provider set up by the government. Staff will be automatically enrolled or given the option to be enrolled dependent on their earnings

**Annual Leave**

All roles are entitled to the equivalent of 4 weeks annual leave plus 8 days statutory holidays and company leave during office closure over Christmas and New Year

**Person Specification**

**Engagement, Inclusion and Support Coordinator**

The following attributes represent the range of skills, abilities, knowledge and experiences relevant to this position. Applicants are expected to meet the attributes that have been identified as essential and will be shortlisted on the extent to which they meet these.

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| Attributes | Requirements | Essential(E)  Desirable(D) | Method of Evaluation/Testing |
| Qualifications/ Education/ Training | A Higher Education qualification and/or experience in delivering advice and guidance within a Welfare Rights setting | (E) | Original Qualification Certificates and Application Form |
| Knowledge and experience | Experience working with social media and online resources  Experience in general advice and guidance  Experience working to improve inclusion  Experience of multi-agency working  Experience of supervising Volunteers  Experience of working in the charity sector  Experience in outreach activities  Knowledge of barriers to inclusion | (E)  (E)  (E)  (D)  (D)  (D)    (D)  (D) | Interview, application form, reference and selection process |
| Skills & Personal Qualities | Highly numerate with attention to detail  Excellent IT skills using a variety of packages such as Excel and Word  Organised, accurate and methodical with an ability to prioritise workload, work to tight deadlines and able to work on own initiative  Demonstrate a flexible approach to team work including task sharing  Excellent communication skills with the ability to work with a wide variety of personnel at all levels, both internal and external  Ability to work as part of a team. To build and maintain effective and supportive relationships with peers and partners  The ability to communicate through the medium of Welsh | (E)  (E)  (E)  (D)  (D)  (D)  (D) | Interview, Application Form, Reference and selection process. |