

Role Profile

Job Title:	Involvement Lead Officer
Team:	Operations
Reports to:	Operations Lead Manager
Period of Post:	Permanent
Location:	Based at Hansel, Broadmeadows, Symington, Ayrshire, working within the communities in which the organisation is active/potentially active (mainly Ayrshire/West of Scotland)
Hours of Work:	Normally 21 per week Additional hours may be required to be worked in order to meet the exigencies of the service
Salary:	The salary for the post is: £27,622 (pro rata £16,573)

Job Purpose:

To lead, plan and support the delivery of Hansel's commitment to The Charter for Involvement which aims to improve organisational influence and increase participation of people we support.

Key responsibilities:

The post holder will be instrumental in shaping the direction of involvement, fostering a respectful, collaborative and inclusive environment.

The key responsibility will be to work directly with organisational representative group(s) known as Compass, social care management teams and Senior Leadership Team facilitating, promoting and raising awareness of meaningful engagement of people we support, reporting to the Hansel Boards and networking with Local and National Involvement Groups.

The post holder will co-plan, share and implement an annual Involvement Plan supporting the delivery of all key engagement priorities involving people we support.

Key Activities:

The postholder will be responsible for the following activities:

- Build and maintain good relationships with a wide range of people we support
- Positively promote awareness and understanding of The Charter of Involvement across the organisation
- Promote representation of people we support in Compass & support Compass representatives to meaningfully participate & regularly engage with the organisation and wider network
- Organise, co-ordinate and facilitate regular effective Compass meetings, including maximising meeting attendance, agenda setting, recording, action planning and reviewing
- Provide routine activity and progress reports on the Involvement Plan
- Lead on translating all Involvement communications into Easy Read formats for all Compass related communications.

- Advise on, and help produce Easy Read presentations, surveys and media to enable effective engagement between Compass, the Hansel Boards and wider involvement networks.
- Help promote wider organisational participation in the Learning Disability and Autism networks
- Lead on promoting high levels of involvement in key initiatives such as Learning Disability Week and local / national campaigns which invite involvement of people we support.

Organisational:

- Ensure the values of Hansel are reflected in your work and that all services provided are delivered in line with our vision and core values.
- Ensure that the rights, choices, dignity and safety of people we support are promoted appropriately.
- Assist in the development of a 'Continuous Improvement' culture.
- Represent the organisation in a professional manner at all times.
- Ensure compliance with all regulatory, statutory and legal requirements.
- Recognise and respect the diversity of internal people we support and external customers.
- Support the wider team during busy periods and peak workloads, e.g. team member absences etc.
- At all times comply with the Health and Safety policy and procedures and draw to your manager's attention any unsafe working practice/conditions.
- Ensure you comply with your duties and responsibilities under Adult Support and Protection legislation.
- Ensure that the policies and procedures of the organisation are followed at all times.
- Attend training and supervision sessions as requested by the line manager.

This list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time. The post holder will be responsible for a combination of the objectives described above dependent upon the requirements of the organisation and customers.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE		
Leading activities with people with learning disabilities and/or autism	✓	
Developing, organising, supporting involvement and participation plans / activities	✓	
Promoting and enabling self-advocacy	✓	
Networking effectively	✓	
Public speaking		✓
Project management		✓
Cross organisational working		✓
Lone working	✓	
Cross organisational working		✓
EDUCATION AND TRAINING		
Relevant qualification in Health and Social Care or similar	✓	
KNOWLEDGE & SKILLS		
Knowledge of social care systems	✓	
Knowledge and experience of involvement and engagement issues	✓	
Able to manage and balance competing workload demands and deadlines.	✓	
Excellent organisational, administrative and report writing skills	✓	
Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.	✓	
Good IT skills	✓	
Able to effectively support the voice of people	✓	
Knowledge and experience of working with vulnerable and/or seldom heard groups.		✓
Able to work and communicate effectively with colleagues, actively participating as a member of the team.	✓	
Knowledge and experience of Makaton/BSL		✓
Driving license and willingness to travel as required for the role	✓	