

Human Resource Quality Manual 3	Issue Date: 5 th July 2016
Doc Code TCF/HR/F020	Issue 1



JOB DESCRIPTION

Title of Post: Community Inclusion Officer	Location: Cedar Foundation, Finance Building, Ards Hospital, Church Street, Newtownards, BT23 4AS
Accountable to: Deputy Services Manager – Community Services	
Purpose of the Job: The Community Inclusion Officer is responsible for developing, facilitating and coordinating social and community networking opportunities for people with disabilities living in the Ards and North Down area of the South Eastern H&SC Trust	
Salary: 3 point incremental scale starting on £21,057 pro-rata	Hours of Work: 37 hours per week
Closing Date: Friday 24 th March 2017, 4pm	Length of Contract: Temporary contract covering maternity leave

Key Duties & Responsibilities:

Service Users

- Support participants to actively engage with local social inclusion and community networking opportunities
- Work in partnership with Health & Social Care staff to manage referrals
- Work with participants to identify barriers to inclusion and develop individual action plans to increase engagement in their local community
- Develop and maintain effective partnerships within the local community to support the inclusion of people with disabilities
- Support participants to identify and implement support systems, including personal assistance, transport, accessible venues and technical aids which will enable them to overcome barriers to inclusion.
- Motivate and empower participants to actively engage in their local community
- Promote peer support to heighten the social and community engagement of participants and the sustainability of activities

Quality

- To meet administrative requirements in regards to recording activity levels, processing timesheets, etc. in line with ISO 9001:2010 quality standard
- Engage with key stakeholders on an on-going and regular basis for project review meetings

Financial

- Build and maintain appropriate levels of service-user occupancy on the project
- Work within an agreed budget for the service, liaising with Deputy Services Manager
- Work within current financial administration systems of The Cedar Foundation

Learning and Development

- Participate in full induction and ongoing mandatory and professional development training
- Evaluate the progress of the project with line manager on a bi-monthly basis

General

- Develop knowledge and expertise of the Cedar Foundation Code of Ethics, Customer Care, Health and Safety Risk Management System and other policies within the organisational quality management system
- Participate in marketing and promotional activities to raise the profile of Cedar services
- Other duties of a similar nature and appropriate to the grade may be assigned from time to time

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	<ul style="list-style-type: none">• Minimum QCF level 5/Degree or equivalent level professional qualification and• Minimum 2 years' experience of supporting people with disabilities or other vulnerable individuals to enhance their community engagement <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Minimum QCF level 3 or equivalent and• Minimum of 4 years'	Experience of working with adults with Physical and Sensory Disabilities	Application form

	experience as above		
Experience	<ul style="list-style-type: none"> As above <p>AND</p> <ul style="list-style-type: none"> Experience of using standard office IT applications such as Word, Excel, the internet and e-mail 	Experience in a Community Development Role	Application form
Specialist Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of relevant public bodies and community organisations that can support social and community engagement opportunities 		Application form
Circumstances	<ul style="list-style-type: none"> Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. <p><i>This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full</i></p>		Valid diver licence, business insurance & MOT certificate as relevant.

The following are essential criteria which will be measured at interview stage:

Criteria	Essential	Desirable	Evidenced By:
Specialist Knowledge & Skills	<ul style="list-style-type: none"> Have a strong personal commitment to the Social Model of Disability Ability to use initiative Effective communication skills to meet the needs of the post in full Caring & reliable Demonstrate a flexible approach to meeting the objectives of the job Willingness to work evenings and weekends 		Interview
Other Requirements post job offer	<ul style="list-style-type: none"> Valid work permit Access NI check Able to fulfil the Occupational 		<ul style="list-style-type: none"> Work permit Valid documentation

	Health requirements for the post <ul style="list-style-type: none"> ▪ Job References 		<ul style="list-style-type: none"> ▪ Occupational Health questionnaire ▪ 2 satisfactory references
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Benefits

- Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
- Annual incremental pay increases on a 3 point salary scale
- Organisation Pension available on completion of probationary period with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational sick Pay Scheme, increases with length of service
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO:
 MONITORING OFFICER
 THE CEDAR FOUNDATION
 Malcolm Sinclair House
 31 Ulsterville Avenue
 BELFAST BT9 7AS**

This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER