**Family Engagement Worker**

**Introduction**

The Family Engagement Worker will work across two organisations – Learning Disability England, and JMS Supported Living Trust.

Learning Disability England is a membership organisation that brings together people with learning disabilities, family members, friends and professionals to create a strong, loud voice on the things that matter to all of us. More can be found about LDE here: <http://www.learningdisabilityengland.org.uk/>

The JMS Supported Living Trust provides funding for groups of family carers who want to set up supported living for their relatives with a learning disability. Grants are available to groups of family carers, not to organisations, with the aim that family carers are the main force in designing and implementing their plans for the supported living setting for their family member. More can be found about JMS here: <https://www.supportedlivingfunding.co.uk/>

## Overall Job Purpose

The purpose of the role is to publicise the work of both organisations amongst family carers, and to encourage and support engagement with both charities. This will result in more applications for funding to JMS, and a greater presence of family carers at learning disability policy meetings and LDE events, and an increased voice for carers in LDE.

## Line Management

The Family Engagement Worker reports to the Chief Executive of LDE, who will manage all aspects of the role. Final responsibility for each charity’s activities rests with the LDE Representative Body and the JMS Board of Trustees who delegate day-to-day operational management responsibility to the Chief Executive of LDE.

## Hours

The hours for the role are 37.5 hours per week, and will usually be worked between Monday and Friday. The appointment will be subject to a six-month probationary period and for an initial period of two years.

This role will entail occasional overnight stays and travel across England, especially the North. A flexitime arrangement is in place to facilitate this.

## Location

The role will be home based, and located in the North East of England

**JOB DESCRIPTION**

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| --- | --- |
| **1** | **Duties and Key Responsibilities**  **Publicity** |
| 1.1 | To reach out to families, encourage and support their engagement with both organisations. |
| 1.2 | To attend relevant gatherings and conferences, and speak on behalf of both charities |
| 1.3 | To answer calls, offer support and advice where possible, and re-direct appropriately if necessary |
| 1.4 | To draft communications including newsletters, blogs and articles. |
| 1.5 | To use social media on behalf of both organisations in order to reach family members |
| **2** | **JMS** |
| 2.1 | To seek out and support families, assist them to group together, combine their efforts, and refine their thinking so as to get to a position when they can apply to JMS for funding to translate their plans into reality |
| 2.2 | To support successful applicants to develop and implement all aspects of their project, advising on mechanisms required, and providing emotional support where needed. |
| 2.3 | To prepare items such as banners, fliers and other marketing materials for JMS |
| **3** | **LDE** |
| 3.1 | To work with the Self Advocate Co-Founder, to campaign on matters of learning disability policy. |
| 3.2 | To support LDE’s communication function to ensure our messages are well honed and our voice is consistent. |
| 3.3 | To provide advice on housing matters to our members, in line with knowledge and skills. |
| **4** | **General Duties** |
| 4.1 | To remain up-to-date on learning disability policy, especially housing related matters. |
| 4.2 | Attend meetings and events where necessary. |
| 4.3 | Demonstrate a commitment to the values of LDE and JMS. |
| 4.4 | Other duties, such as may be required from time to time. |

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential/ Desirable?** | **Method of Assessment** |
| **Skills** |  |  |
| Excellent communication skills, with high levels of English and the ability to write clearly and without jargon. | Essential | AF |
| IT literate, with advanced-level skills in Word and PowerPoint. | Essential | AF |
| **Experience** |  |  |
| Experience of using social media and a thorough understanding of Facebook and Twitter. | Essential | AF, I |
| Lived experience of being a family carer to a person with learning disabilities | Desirable | AF |
| Previous experience of working with people with learning disabilities and/or their family carers | Desirable | AF, I |
| **Knowledge** |  |  |
| Knowledge of housing policy as it affects people with learning disabilities | Essential | AF, I |
| Experience of working within a policy or advisory capacity | Desirable | AF, I |
| Understanding of issues and current affairs pertaining to disability. | Essential | AF, I |
| **Personal Qualities** |  |  |
| An interest in social justice and human rights. | Essential | AF, I |
| Able to work from home | Essential | AF, I |
| Organised, efficient, and able to work systematically towards achieving long term tasks | Essential | AF, I |
| Proactive and able to take initiative. | Essential | AF, I |
| Friendly and approachable, and able to motivate others | Essential | AF, I |

Method of Assessment denotes how decisions will be made in shortlisting applicants:

AF = Application Form

I = Interview