Samantha Clark

Learning Disability England

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07823 536 603

**Partnership Coordinator Application Pack**

Dear Applicant,

Thank you for downloading this job pack.

In this job pack there is:

**The Job Description**

This tells you what the Partnership Coordinator will be doing.

**The Application Form**

There is a Word version of the application form at the end of this pack for you to fill in and return

All the information is to be returned to Learning Disability England by either by e mailing the completed form to bridget.pike@LDEngland.org.uk

We will only be short listing based on the information on the application form. Please do not send a CV but complete the application form.

We will need to have your application returned to us by 7am on **25th August**

We will be interviewing on 7th or 8th September

We will contact those people who are being offered an interview by 31st August. We will contact those who have not been successful too.

**About Us**

We are a small [staff team](https://www.learningdisabilityengland.org.uk/about/staff/) of currently 7 people mostly working part time. We are home based from the North East to the South East coast.

There are different lead roles in the team but being small we support each other and work with members and partners to achieve as much as can together.

You can find out more about Learning Disability England from our website: [www.learningdisabilityengland.org.uk](http://www.learningdisabilityengland.org.uk/)

Being led by what is important to our members is central to how we work. The organisation exists to bring together people with different experiences, viewpoints and backgrounds.

Diversity is important to us and we particularly welcome applications from people from Black, Asian or minority ethnic backgrounds as they are currently underrepresented in our organisation.

Please call me if you have any questions about applying for this role.

My number is at the top of the letter.

Kind Regards and Good Luck,

Samantha Clark

Chief Executive

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| **Job Description** |
| **Job Title:** | Partnership Coordinator  |
| **Accountable to:** | Formally: The Chief Executive of Learning Disability EnglandInformally: Valuing People Alliance partnership, the health and wellbeing alliance wider programme colleagues, and wider stakeholders |
| **Responsible for:** | Volunteers or project staff  |
| **Hours:**  | Part Time – 18.75 hours a week  |
| **Base:** | Home based (or potential to be office based with a partner) |
| **Salary:** | £30,000 pro rata (£15,000 for this part time role) |
| **The role**This role leads and coordinates the work of the Valuing People Alliance- part of the Health and Wellbeing Alliance that Learning Disability England operationally coordinatesThe Health and Wellbeing Alliance is a group of 18 voluntary sector organisations who are commissioned by DHSC to work with them and NHS England and Improvement (potentially too the UK Health Security Agency). Collectively the Health and Wellbeing Alliances ensure that the voluntary sector, and people with a broad range of lived experience input into policy and good practice across health, social care and community. This is a two-way partnership between these strategic and government departments, and the sector. The Valuing People Alliance is a partnership of 7 different organisations who work to improve life outcomes and experiences with people with learning disabilities, autistic people, and their families. The Health and Wellbeing Alliance’s mission is to enable policy, commissioning and provider organisations to design services and support based on the needs of people and communities who face disadvantage and exclusion, including digital exclusion The objectives of the Health and Wellbeing Programme are to: * Encourage co-production in the creation of person-centred, community-based health and care which promotes equality for all
* Enable the voice of people with lived experience and experiencing health inequalities to inform national policy making and shape service delivery
* Build evidence of sustainable, scalable solutions to mitigate and prevent inequalities impacting on health and wellbeing of communities.

The Valuing People Alliance work with other alliances and NHS or government policy leads on a wide range of issues to ensure people with learning disabilities, their family and paid supporters experiences and priorities are included. In the last year there has been work on digital inclusion, addressing health inequalities, supporting engagement on developing the Building the Right Support action plan and much more. |
| **Main Duties*** 1. Coordinating the work of the Valuing People Alliance (VPA)
* Monitor and report on the delivery of the agreed workplan (both proactive and reactive elements) for the Valuing People Alliance including preparing updates reports for the Health & Wellbeing Alliance partners and the system partners
* Support the alliance partners to understand and share the impact of the alliance’s work including reporting to wider networks and the system partners
* Support communication of the Valuing People alliance (and wider networks) priorities, activity and evidence across the health & wellbeing alliance, system partners and wider community
* Develop positive working relationships with all members of the Health and Wellbeing alliance programme including the programme leads in NHS England, Department of Health and Social Care (and UKSHA if relevant).
* Coordinate the activities of the partners in the Valuing People Alliance so the alliance is collaboratively engaging, informing and problem solving with disabled people and their families, policy leads, and VCSE stakeholders
* To run Valuing People Alliance network meetings including with our wider networks of disabled people, practitioners and health and social care providers
* To support work of Valuing People Alliance beyond the health and wellbeing alliance including supporting with bids and projects
* To represent the Valuing People Alliance at Health and Well Being Alliance or partner events

2. Policy and evidence* Coordinate on policy strategy and forming evidence by preparing briefings, collating insight from our wider community and partners
* Draft and present policy briefings, presentations for colleagues
* Work with partners and members to gather experiences and insight that inform the Alliance’s work
* Work with colleagues and partners on sharing solutions or positive examples
* 4. Support Learning through projects
* Plan, promote, host, and ensure follow up events online or in person to support the policy, practice and influencing work of the Valuing People Alliance
* Manage projects the Valuing People Alliance is leading on or the appropriate part of the project when working in partnership
* Research and analyse information to inform our work and wider understanding
* Support and manage volunteers or project staff for projects led by the coordinator

5. Work as part of the team* Contribute to team meetings and the development of organisational priorities and plans
* To ensure that any complaints made to the Coordinator are resolved in line with LDE’s policy.
* Contribute to CRM and data management to inform governance or grant reporting
* Work effectively as a team including standing in for other team members and the Valuing People alliance partners as needed.

6. Working positively and safely* To develop relationships with Alliance stakeholders, ensuring they are engaged as agreed with 2-way communication and sharing
* To share responsibility for the health and safety of everyone connected with LDE: staff, members, and members of the public, as specified by the Health and Safety at Work Act.
* To ensure everything LDE does is in line with the letter and spirit of LDE’s policies and procedures, including (but not limited to) Equalities and financial issues.
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| **Other issues*** The details contained in this job description, particularly the main duties, reflect the contents of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed.
* Consequently, the Board of Trustees of Learning Disability England will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.
* The nature of the job means that hours may need to be worked flexibly and this may include occasional weekend and evening work.
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| **Person Specification**This is a varied position and the experience and personal qualities required are key to the success of the organisation. Please read the criteria carefully and demonstrate in your application how you meet the requirements of the role.  |
| **Factor**  | **Essential requirements** |
| Personal attributes | * Comfortable working with people with a range of experiences and views, holding a space that works towards shared action
* Confident working across a range of topics, collaborating with subject experts and people with different experiences to achieve an agreed outcome
* A passion for inclusion and a commitment to improving life with all community members and the values of Learning Disability England and the Valuing People Alliance
* Positive attitude such as to develop successful working relationships within the organisation, with Alliance partners and outside agencies.
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| Knowledge and skills | * Ability to schedule work, prioritise and manage a demanding workload including meeting deadlines
* Ability to work on own initiative.
* Ability to encourage, develop and participate in team-working.
* Able to work with others or alone to identify solutions to problems.
* Good verbal, written communication and interpersonal skills.
* Able to use Microsoft Office packages and online meetings such as Teams or Zoom
* A track record of ability to work alongside people who face exclusion or challenges to make change happen
* Strong understanding of issues and current affairs as they relate to people with learning disabilities, their families and organisations that support them
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| Experience  | * Experience of developing policy or position papers and resources
* Experience of presenting or delivering workshops at event
* Experience of managing projects, managing deadlines and delivery
* experience of representing issues or organisations
* experience of supporting and managing staff and volunteers
* demonstrable experience of working in partnership with others to deliver projects or shared aims
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| Special requirements | * Due to the small nature of the team and the project-based work that is undertaken it is likely that the post will develop over time and will need to provide cover and support to colleagues.
* We anticipate as working practices develop as the Covid pandemic changes there will be a need to attend meetings or events in person on a regular basis to work with Health and Wellbeing partners, members or represent the organization.
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| **Factor**  | **Desirable requirements** |
| Experience | * Experience of preparing easy read information in partnership with people with learning disabilities
* Experience of working with people with learning disabilities, their families and organisations that support them
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| Knowledge and skills | * A good understanding of the health and social care structures in England including funding, commissioning, provision, and regulation
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**General terms and conditions**

This is a part-time post 18.75 hours a week.

The post may involve working occasional weekends and evenings. You will also be required to travel to events or meetings. This could mean travelling regionally or nationally in the UK.

The appointment will be subject to a six-month probationary period.

**Salary** is £30,000 pro rata = £15,000 for part time

There is a contributory personal pension.

Holiday entitlement is 27 days plus Statutory Holidays for full time

**Application Form**

Please indicate which job you are applying for, or if you are applying for both positions

□ Policy and Alliance Coordinator

□ Partnership Coordinator

□ Both

 Closing Date: **7am on 25th August 2022**

Proposed Interview Dates: 7th & 8th September 2022

When you have completed the form, please save it, and send it to Bridget at bridget.pike@ldengland.org.uk

You should receive a confirmation to the email address you have given.

If you have any questions or you have not received a confirmation, please contact Bridget on bridget.pike@ldengland.org.uk

If you have questions about the positions, or would like a conversation about the roles, please contact samantha.clark@ldengland.org.uk

**SECTION A**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role.

Please refer to the PERSON SPECIFICATION (included in the job pack) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.
Please do not exceed 800 words in your statement (this is approximately 2 pages of A4 at 12-point font)

**1 PERSONAL STATEMENT**(If you are applying for both jobs, we will accept one form for both, with a job specific personal statement for each.  Please indicate clearly which personal statement is for which job) Feel free to copy and paste the additional personal statement section into your application form.

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 **Why** **I want this job**

Please explain why you’re applying for this job and why you’d like to work with LDE in either position.
Please write in plain English. This means writing clearly, without using complicated language or jargon.

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 **3 Education and Qualifications (Please add extra rows if needed)**

Please tell us about your education and qualifications.
We would like the date and place you studied, and any qualifications gained, including results

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| Establishment  | Dates Attended  | Qualifications Gained & Grade  |
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**4 Employment History (Please add extra rows if needed)**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience.

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| --- | --- | --- | --- | --- |
| Dates Worked There  | Employer / Company  | Job Title  | Main Duties  | Reason for Leaving  |
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**5 Training**

Please tell us about any training that you have undertaken that may be relevant to the role.
Please include the course title / topic, the duration of the training and the date the training was completed

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| Course Name / Topic  | Date  | Duration  | Qualification Gained  |
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SECTION B

**6 YOUR PERSONAL INFORMATION**

The information in this section will not be used in the shortlisting process. For interview relevant information will be sent to the recruiting manager. At no point will your equal opportunities information be disclosed.

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| --- | --- |
| Full Name  |   |
| Address including postcode  |      |
| Date of birth  |   |
| Email address  |   |
| Phone number  |   |
| Other names you have been known by  |   |

**7 References**

Please give the name, address, email address and contact phone number of 2 people who will give you a reference.

One should be your current (or most recent) employer.

The other can be a character reference from someone who has known you for more than 3 years. This should not be a friend or member of your family.

Referee One

|  |  |
| --- | --- |
| Full Name  |   |
| Address including postcode  |       |
| Job Title  |   |
| Email address  |   |
| Phone number  |   |

Referee Two

|  |  |
| --- | --- |
| Full Name  |   |
| Address including postcode  |       |
| Job Title  |   |
| Email address  |   |
| Phone number  |   |

8 Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

□ I confirm that I am entitled to live and work in the United Kingdom.

9 I understand that, to the best of my knowledge, all the information given by me on this application form is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

□ I understand

10 Please type in your name. Submitting your application is confirmation of the content.

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**Data Protection Act** – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

□ I agree

Please email your completed form/s to bridget.pike@ldengland.org.uk

Closing Date: **7am on 25th August 2022**

Once we have shortlisted the candidates, we will let all applicants know via email whether or not they have been successful in this stage of the application process.