**Manchester People First – Job Description**

Job Title: Support and Development Worker

Responsible to: Management Committee
Manager

Other Contacts: Self Advocates,
Residents and people who use services
Day service and Residential Staff and managers
Commissioners
Parents and Carers

**Aim**

To support adults with a learning disability to speak up, participate fully, and work together to improve the lives of disabled people in Manchester

**Key aims:**

To increase membership of MPF, develop engagement opportunities and ensure active and inclusive participation in meetings and events.

Main Responsibilities:

* Develop and promote MPF as an inclusive and accessible self- advocacy group, acting as a strong voice for people with learning disabilities
* Organise and facilitate regular self-advocacy sessions in a variety of settings across Manchester
* Help self-advocates look at issues that affect their lives, support them to find out more about such issues and take up topics of interest. Issues taken up should reflect a broad range of our member’s interests.
* Support the development and delivery of MPF work plans, including special projects and activities which self-advocates choose to undertake
* Identify group and individual development and training needs and facilitate delivery of activities to address these
* Facilitate co-production and other events as and when required
* Promote the production and use of accessible information. Promote Manchester People First as a consultation and testing group for easy read materials.

**Main Duties:**

* Undertake day to day administration duties e.g. dealing with enquiries and correspondence
* Maintain MPF’s profile through social media activity
* Produce quarterly monitoring information and management reports
* Organise and co-facilitate a local, annual self-advocacy conference, and other meetings and talks.
* Promote and raise awareness of the communication needs of people with learning disabilities
* Signpost people to other services and support agencies
* Establish links and liaise closely with relevant services e.g. day services, other providers, commissioners, Manchester City Council, supported living providers, carers, parents and family members.
* Support self-advocates to represent their members on the groups such as the local Health and Wellbeing Engagement Board, the Learning Disability Action Group and Healthwatch groups.
* Support self-advocates to attend regional self-advocacy conferences and events and to network with other self-advocacy groups
* Provide support and supervision for volunteer assistants
* Contribute to the development of the MPF website and newsletter

**Key Working Relationships:**

MPF members and attendees, self-advocates, independent advocacy workers, service providers, local authority social care management teams, community learning disability health teams and GP practices, children’s services, speech and language therapy services, regional self-advocacy organisations and groups, commissioners and other relevant bodies/organisations.

**Other Information:**

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
* The post-holder is expected to familiarise themselves with and adhere to all of the organisation’s Policies and Procedures.
* All applicants who are offered employment will be subject to an enhanced Disclosure and Barring Service record check (DBS) before the appointment is confirmed. Criminal convictions will only be taken into account when they are relevant to the post.
* To undertake any training as seen relevant to the post.