



## Power Up Officer

£21,589 - £23,836 per annum plus 6% pension contribution

NJC Pay Scale 12 - 17 (1<sup>st</sup> April 2019 rates shown)

37.5 hours (worked over 5 days per week)

25 days annual leave (plus bank holidays)

Reports to Project Coordinator

### Overall Job Purpose

To support the My Life My Choice (MLMC) Power Up staff team in developing, and project managing the different projects. The Power Up Officer will work on different projects at different times depending on priorities and demand.

Under the supervision of the Project Coordinator the Power Up Officer will have specific responsibility for NHS England and Care Quality Commission inspection work as well as other key tasks within the Power Up team. The Power Up Officer may also work on other projects such as the Travel Buddy programme.

The charity's projects are as follows...

- **10 Monthly Self-Advocacy Groups** where MLMC members meet their friends, discuss their lives, and gain new knowledge/skills.
- **StingRay Nightclub** – a user-led event for people with learning disabilities where they socialise, build confidence, learn new skills and enjoy a night out.
- **Travel Buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently on public transport.
- **Power Up** – a user led team of paid trainers training their peers and raising awareness of learning disability issues to professionals. The team also carries out inspection work, consultancy, film production, and research.
- **Champions** with learning disabilities speak up, act as consultants, campaign and develop networks in order to shape society.
- **Gig Buddies** - The beneficiary is matched with a volunteer who loves the same kind of 'gigs' (e.g. football matches, the cinema, concerts etc.) so they can go to these 'gigs' together.



## Job Description

### Main Responsibilities & Tasks of the role

Working under the direction and support of the Project Coordinator...

- Supporting people with learning disabilities to carry out their duties at meetings, consultations, inspections, performing research, and training events
- Design and deliver high quality training adhering to the MLMC co-production model and values
- To be the main contact, support staff member and administrator for NHS England and Care Quality Commission inspection work. This will involve travel across England and the occasional overnight stay
- To complete administration tasks such as booking train tickets, ordering taxis, booking venues, updating data bases, and filling forms
- To assist in other work which may include such things as film production, taking photographs, and writing blogs and case studies
- To support and encourage independent travel for MLMC members. This may involve close working with the Travel Buddy Coordinator
- To translate written documents into easy read
- Organise the charity's volunteer and paid members with learning disabilities to be in the right place at the right time
- To answer phone calls and the office intercom
- Help with PR and events
- Attending meetings on behalf of the staff team
- Keep accurate records and notes
- From time to time to assist with other MLMC projects

## Generic

- To undertake any other duties as may from time to time be required.
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work

# Person Specification

## Experience and skills

### Essential

- Ambitious individual who has a genuine interest in a career in the charity sector
- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- Organised, reliable and responsible individual with good administration skills
- Competent writer with ability to write succinct, intelligent, creative copy
- Flexible and adaptable to different areas of work at short notice
- A 'can do' positive attitude at all times, every day all day married with a willingness to try new things and to take on extra responsibility
- Willingness to follow instruction, learn and to work to objectives
- Willingness to travel to locations outside of the office/Oxfordshire to deliver work
- Ability to connect and network with a wide range of people through a broad variety of communication methods
- Good IT Skills including Excel, Publisher, Access, and Word
- Ability to work well under pressure, achieve targets and meet deadlines
- Experience of working on projects
- Proven understanding and/or experience of designing and delivering training courses
- Competent driver with UK driving licence and access to own car

### Desirable

- Experience of voluntary and/or paid third sector work
- Understanding and effective working with social media (e.g. Twitter, Infographics, Facebook, Pinterest, Vimeo, YouTube and Flickr)
- Some knowledge of and/or experience of filming, recording, and/or photography and editing content for website, social media and publicity purposes

## **Key responsibilities applicable to all staff**

### **Training and development**

- To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary

### **Health & Safety**

- To ensure that all work is undertaken in accordance with safety legislation, rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post

### **Use of Resources**

- To ensure value for money and best use of resources in all activities related to the post

### **My Life My Choice's values and Equal Opportunity**

- To support My Life My Choice core values and carry out all responsibilities with due regard to My Life My Choice Equal Opportunities Policy and procedures
- To observe strict confidentiality with regard to My Life My Choice records and information

# This is a summary of the main terms and conditions

## Job Title

**Power Up Officer**

## Location

This post is located at MLMC's Oxford based office with travel around the county and nationally

## Salary

The grade for this post is £21,589 - £23,836 (NJC scale 12-17) per annum.

## Hours of Work

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

## Benefits

- **Pension**

You will be enrolled in the My Life My Choice's staff pension scheme and My Life My Choice will make a contribution of 6% of your earnings. Additionally, you may choose to contribute up to 15% of your earnings

- **Holidays**

The holiday year runs from 1 January to 31 December. Holiday entitlement for this post is 25 days per annum (plus bank holidays) pro rata

- **Compassionate Leave**

MLMC offers up to 10 days paid compassionate leave at the discretion of the Charity Coordinator

- **Flexible Working & Time Off in Lieu (TOIL)**

There is an ability to work flexible hours, take TOIL and occasional home working is considered but this will need to be negotiated with the project coordinator

- **Probationary Period**

All new appointments are subject to a probationary period of 6 months

# Information for Candidates

## **Interview and Selection**

A panel including members from the MLMC Board of Trustees will carry out interviews.

## **References**

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

## **Declaration**

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.