



Travel Buddy Coordinator

£23,541 - £27,041 per annum plus 6% pension contribution (starting salary based on skills and experience)

NJC Pay Scale 15 - 22

37.5 hours

25 days annual leave (plus bank holidays)

Reports to Gig Buddies Coordinator

Overall Job Purpose

To bring training, development and project coordination expertise to the My Life My Choice (MLMC) Travel Buddy Scheme.

The key aspects of the role are...

1. To project manage the Travel Buddy Scheme ensuring targets are met as per funders criteria and as per the MLMC strategic/business plan
2. To train, mentor and develop the MLMC travel buddies (trainers) with learning disabilities to support their peers (trainees) to travel independently
3. To work in partnership with other MLMC staff to coordinate transport related campaigns and consultations for the MLMC membership.

MLMC's projects have predominantly been run on-line during the COVID-19 pandemic. The plan is to return to face-top-face provision from 1st September 2021. The projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Power Up** – a team of paid people with learning disabilities are supported to conduct research, campaigns, inspections, consultancy and training for peers and professionals
- **Gig buddies** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub and a Digital Inclusion project form part of this work
- **12 monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



Job Description

Main purpose

To project manage and coordinate the Travel Buddy Scheme

Main responsibilities and tasks

- To coordinate travel buddies with learning disabilities to support trainees with learning disabilities to travel independently using public transport, bicycle, or on foot
- Developing links with others in the learning disability sector (e.g. day services, the local authority, charities, colleges, parents, service providers) in order to recruit buddies and trainees to the Travel Buddy Scheme
- To assess the needs of prospective trainees. This may involve consulting with any relevant parent/carers and support workers, before deciding upon the most appropriate person-centred travel training plan
- To update and develop current accessible training materials (e.g. Easy Read toolkits)
- To assess the confidence and ability of travel buddies to train others
- To coordinate, mentor, coach and develop the travel buddies to improve their effectiveness in their roles
- To facilitate a compatible match between buddies and trainee.
- To coordinate and facilitate the project focus groups and steering group
- To create and develop links with travel operators throughout Oxfordshire
- To monitor and evaluate the effectiveness of the Travel Buddy Scheme. This will involve writing reports, case studies and updates
- To train groups (e.g. people with learning disabilities using day services, MLMC group members, and college students) in safe, sensible independent travel
- To coordinate and support any MLMC transport/travel related campaigning or consultation work
- Assisting MLMC officers in Travel Buddy Scheme publicity and fundraising initiatives

- To manage and develop the established Travel Buddy Scheme Franchise product. Keep materials up to date and manage relationship and deliver support to customers (e.g. other charities)
- The post holder will work closely with the Gig Buddies Coordinator and the Digital Inclusion Officer. The three team members will help/support each other in a collegiate spirit to ensure the three areas of work are integrated.

Generic

- To assist with other MLMC projects as and when required.
- To undertake any other duties as may from time to time be required.
- Assures 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

- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives.
- Able to support people to speak up for themselves and to learn skills
- Excellent administration/coordination skills.
- Methodical and well organised, with the ability to prioritise.
- Self-motivated with a “can-do” attitude
- Ability to organise own workload, be able work well under pressure and to work to deadlines
- Ability to communicate and network with a wide variety of people at all levels using a variety of mediums
- Good facilitation, presentational, written, and organisational skills
- Good IT Skills including Microsoft (PowerPoint, Excel, Word)
- GCSE English and Maths (or equivalent)
- Proven ability to write succinctly and clearly
- Willingness to learn and to be adaptable to change
- Willingness to travel throughout Oxfordshire
- Willingness to follow instruction and to work to objectives.

Desirable

- Competent cyclist with access to bike

- Competent driver (or with car driver support), UK driving licence and access to car
- Knowledge of learning disability legislation and issues
- Experience of developing, monitoring and reviewing projects
- Experience in supporting people with learning disabilities to achieve their goals.

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

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

Ensure value for money and best use of resources in all activities related to the post.

Comply with My Life My Choice's values:

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

This is a summary of the main terms and conditions

Job Title **Travel Buddy Coordinator**

Location

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF. Staff have largely been working from home during the COVID-19 pandemic.

Salary

The full grade for this post is NJC Scale 15-22 and the salary is £23,541 - £27,041 per annum. Salaries are reviewed annually as at 1st April.

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 MLMC's staff pension scheme and MLMC will contribute equivalent to 6% of your earnings
- **Holidays** - Holiday entitlement for this post is 25 days per annum (plus bank holidays) pro rata; additional leave entitlement after 2, 5, and 10 years' service. Dependent upon performance, staff may receive 2 days special leave over the Christmas period
- **Probationary Period** All new appointments are subject to a probationary period of 6 months
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered (outside of COVID-19 pandemic context)
- **Employee Assistance Scheme** – Health & wellbeing counselling, information and advice service for employees. Including face-to-face as well as telephone service
- **Life Assurance** – Up to four times annual salary paid upon employee death in service
- **Additional** – Weekly fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle, and/or use public transport.

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.

Disclosure and Barring Service (DBS)

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.