



JOB DESCRIPTION

POST: Project Coordinator

HOURS: Full time (36 hours per week)

TERM: Fixed term contract to 30th June 2021

SALARY:

£11, 250 per annum actual (for a 5-month contract, FTE £27, 000 per annum)

LOCATION: Homebased in Surrey.

REPORTING TO: CEO, Surrey Coalition of Disabled People

ACCOUNTABLE TO: Surrey Coalition Board

Who we are

Surrey Coalition of Disabled People and SILC are both user-led Disabled People's organisations (DPOs).

Surrey Coalition aims to promote the rights of disabled people to have equality of opportunity and independence. Members are involved in a broad range of activity across the county and beyond, including co-production groups and forums, co-design of health and care service specifications, service monitoring, campaigning and influencing, technology and innovation projects, mental health and supporting and promoting projects and campaigns that are aimed at improving the health and wellbeing of disabled people in Surrey.

Surrey Independent Living Council's (SILC) aim is to enable every disabled adult, child older person or carer in Surrey to live independently with the same freedom and opportunities as everyone else.

We believe that everyone can live independently with the right support and that disabled adults, children, older people and carers can learn from and support each other.



At the heart of everything we do is the 'Social Model of Disability' along with the concept of full human rights. We believe that these give a basis for treating everyone respect, understanding and fairness.

We provide information, advice and support to enable more people to live independently. We work with our clients and customers so they can make informed choices about their lives. We work in partnership with professionals, agencies and people across Surrey to create an environment where these choices can be fulfilled.

Introduction to the role

Surrey Coalition and SILC have been awarded funding from the National Emergencies Trust to run a joint project to respond to the emerging needs of Disabled people in light of the Covid-19 pandemic. The project will run until the end of June 2021.

Purpose of the role

The overall purpose of the role is to respond to the emerging needs of the Disabled community through the pandemic. The Project Coordinator will lead a project to rapidly co-design and co-produce a new register for Disabled People which will come with a range of benefits for members and increased access to user-designed resources.

Main tasks

1. To set up and coordinate a working group of people with lived experience and wider stakeholders
2. To lead the working group to research and co-design the new register and the infrastructure that will sit behind it, ensuring that the register conforms to all GDPR requirements.
3. To research, plan a launch a microsite, platform, or database for the new register, working closely with both organisations to ensure maximum interoperability.



4. To work with wider system partners to explore the opportunities to link membership of the new register to other benefits or services that could support members.
5. To work with the private sector to negotiate concessions for members of the register.
6. To work with members of both organisations to generate user led content including blogs, vlogs, webinars and more, according to the emerging needs of the membership.
7. To develop and promote the communication resources for the new register and create a robust marketing plan around the new register for the medium-term future.
8. To always work in a manner that reflects the values of both organisations.

Person specification

Excellent communication skills with the ability to communicate effectively in a range of formats and with a variety of audiences (E)

Advanced organisation and coordination skills (E)

Excellent research and problem-solving skills (E)

Experience and knowledge of working with people with long term health conditions, care and support needs and/or carers (D)

Experience in group facilitation or training (D)

Good level of computer literacy including all Microsoft packages with experience of using a range of databases (E)

Excellent knowledge of digital media communication including use of various social media platforms, blog and vlog sites and YouTube channels (E)

A high degree of self-motivation and able to work on own initiative (E)

Confident and persuasive presentation skills (D)

A good understanding of the Health, Social Care and VCFS system (D)

The ability to work safely from home and willingness to do so (E)

Live in Surrey or NE Hants (D)



The ability and willingness to occasionally travel to the main office base in Burpham when it is safe to do so (D)

A thorough understanding of GDPR (E)

An understanding of Safeguarding Vulnerable Adults (D)

This role requires the successful applicant to be subject to an Enhanced Disclosure and Baring Check.

January 2021