

Job Title	Participation Coordinator
Working pattern/hours	22.5 hours, 3 days per week- must include Wednesday and Thursday.
Contract	12-month fixed term (until Sept 2025)
Location	WECIL office, St Paul's Learning Centre, home and community based.
Salary Banding	5 Co-ordinator, Project Worker, Advisor
Salary Range	£17,456 - £18,166 (based on a full-time equivalent of £29,093 - £30,276) per annum
Responsible to	Head of Community Services
Responsible For	Participation Support Officer, People's Voice and Know Your Rights project worker team (6 x part time roles), sessional support worker.

Role Purpose

To coordinate WECIL's Voice and Activism function and specifically activities that bring the voices of Disabled people into decision and change making spaces. Ensure that Disabled people can participate in conversations, events and activities which are accessible to them and help them to have their voices heard.

The post holder will manage a small team of part time (1 day a week) Project Workers with a lived experience of a learning disability/ difficulty or who are neurodivergent, supporting them to build on their knowledge, expertise and confidence to lead and shape their own organisation.

People's Voice is a group led by and for people with a learning disability/ difficulty or who are neurodivergent speaking up on issues faced by their community. The purpose of the People's Voice project is to support the project workers to set up their own organisation and build their skills to do so. Also to provide a strong voice for people with a learning disability/ difficulty or people who are neurodivergent in Bristol and work to make impactful changes.

Know Your Rights is a self-advocacy group for people with a learning disability/ difficulty or who are neurodivergent from South Gloucestershire who learn about and speak up on issues that impact their community.

Other Voice and Activism projects may be included in this role depending on the needs of the organisation.

Key tasks or duties:

- To plan and run a monthly speak up group with the support of the Project Support Officer and ensure Disabled people can have their voices heard.
- To line manage, support and develop the Project Workers ensuring they can carry out their roles at WECIL.
- To research, source and organise training for the Project Workers and speak up groups which is relevant to the aims of the project.
- To work in partnership with other organisations to offer the best opportunities for Disabled people.
- To be aware of local & national issues which impact our community.
- To attend relevant meetings and events to elevate the voices of people with a learning disability/ difficulty or who are neurodivergent and empower group members to speak up.
- To ensure people's access needs are met, produce documents and information in Easy Read and plain English and plan accessible events.
- To monitor external communications ensuring relevant information is reaching our community in an accessible manner.
- To work closely with the Head of Community Services to follow strategic goals for the organisation and relevant projects.
- To be responsible for reporting to funders and meeting set targets and goals.
- To effectively record relevant impact data projects which will be used for reporting.
- To identify and report areas which need improving.

Person Specification

The below are the skills, experience and knowledge that you need for this role. The table details what is essential, and what is desirable, and when in our process these will be tested.

Essential Criteria	Tested at shortlist	Tested at interview
<ul style="list-style-type: none"> • Experience of working with Disabled people and specifically people with a learning disability/ difficulty or who are neurodivergent. 	x	
<ul style="list-style-type: none"> • An understanding of the challenges that Disabled people face. 		x
<ul style="list-style-type: none"> • Experience of working in a participatory role or similar. 	x	
<ul style="list-style-type: none"> • An excellent understanding of co-production and how to put this into practice. 		x
<ul style="list-style-type: none"> • Experience of running and leading groups. 	x	
<ul style="list-style-type: none"> • Experience of line managing small teams (this can include volunteers). 	x	
<ul style="list-style-type: none"> • Person centred: Putting Disabled people at the heart of everything we do. Helping people find out what matters to them and how to meet their needs. 		x
<ul style="list-style-type: none"> • Collaborative: Working as part of the WECIL team, bringing together Disabled people and different groups to elevate voices. 		x
<ul style="list-style-type: none"> • Independence: Self-motivation, working under own initiative with regular support and supervision 		x
<ul style="list-style-type: none"> • Ability to see a project through working towards goals, deadlines and aims. 		x
<ul style="list-style-type: none"> • Competent or confident IT skills; for accurate record keeping and to create and populate 		x

documents, use internal databases, online platforms and Microsoft 365.		
• Ability to be flexible, reflective and solution-focused when problem solving.		x
• Ability to network with a wide range of partner organisations and to find solutions and opportunities for Disabled people and to market the projects.		x
• Knowledge of Social Model of Disability – all roles at WECIL require a commitment to working through the Social Model, including use of language and attitude towards others.		x
• An excellent understanding and commitment to equality, diversity and inclusion in service delivery.		x
• An understanding of safeguarding.		x
• Ability to recognise and maintain appropriate boundaries.		x
• Creative thinker who can work with individuals to find appropriate and person-centred solutions.		x
• Ability to manage own administration.		x

Desirable criteria:

- Lived experience of disability issues (for example, you may identify as a Disabled person, or you may be a carer).
- Project management experience and experience of seeing projects through to successful completion.
- Good understanding of local area (Bristol and South Gloucestershire).

- Good understanding/ awareness of community organisations and groups in the local area.

WECIL Employee Responsibilities:

- To maintain accurate records using Civi CRM Database.
- Use of Microsoft Office package.
- Taking a person-centred approach to handling customer demand as it comes into WECIL.
- Responsibility and care of equipment required to carry out the role.
- Ensuring that the agreed processes are followed and are suitable to Disabled people's needs.
- Promoting the Social Model of Disability, supporting Disabled people to overcome any barriers they face and empowering them to have choice and control over their lives.
- An understanding of inclusion and the need to treat people from all backgrounds with dignity.
- Ensuring the service is as accessible as possible to the widest range of people e.g. providing information in a range of formats, providing translating and interpreting as required.
- Work within WECIL's GDPR and Data Security Policies.
- Implementing WECIL's Safeguarding Policy and taking a proactive approach to ensuring everyone who accesses the service is safe, and any Adults at Risk are identified and supported.
- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.
- Act at all times within WECIL's rules, policies, procedures, Standing Orders and Financial Regulations and any other statutory requirements.
- Observe WECIL's Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.

- To undertake training and development opportunities as required.
- To attend staff and team meetings as required.
- To follow WECIL's Co-production Guidance to continuously develop the service through feedback and consultation with service users.
- To collaborate with internal and external stakeholders to help Disabled people achieve what matters to them.
- Mentoring and supporting new members of staff and colleagues.
- Time management of work-load to ensure contract KPIs and WECIL OKRs are met for the Team.