

Advert: Digital Health Project Co-ordinator

Are you looking for job where you can improve access to healthcare for people with learning disabilities? At Bexley Mencap we can give you that.

We are looking for a part time Project Co-ordinator who can lead an exciting new project working with people with learning disabilities and local healthcare practitioners. This is varied role developing a project to improve access, particularly digital access, to healthcare for people with learning disabilities in Bexley.

This will include:

- Facilitating workshops with people with learning disabilities to hear their experiences and ideas about accessing healthcare
- Develop a range of digital resources including a new accessible website and videos
- Build connections with local GPs and the CCG, working closely with other members of our team and members

Although this is a Bexley project it is part of a wider pilot project to develop and test new ideas with a view to scaling up successful pieces of work across other boroughs.

This post is 28 hours per week on a fixed-term contract until 31st March 2022.

Salary: £24,000 (pro-rata for this post)

To find out more and apply please visit www.bexleymencap.org.uk

Closing date: 5pm Monday 3rd May

Interview date: Tuesday 11th May

Bexley Mencap is committed to equal opportunities and values diversity in its workforce. We are committed to recruiting the best possible people to each position in our organisation and aim to recruit a workforce that reflects the communities we serve. We encourage applications from everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

*An enhanced DBS will be required for each successful candidate, paid for by Bexley Mencap (T&Cs apply)

Overview: Digital Health Project Co-ordinator

Bexley Mencap is a small and dynamic local charity focused exclusively on supporting people with learning disability and their families. Our vision is that people with a learning disability are respected, valued and empowered to live life to the full.

We provide support and opportunities to people with learning disabilities and the people that care about them. We work to raise awareness, break down barriers and promote understanding within the community.

Whilst the people we support are facing significant challenges due to the Covid-19 pandemic, this is an exciting time to join our organisation. We have a range of new opportunities and are actively expanding and developing the support and services that we provide.

About the role

We are involved in an exciting new pilot project in partnership with the local CCG and an established mental health charity to develop ways of improving access, particularly digital access, to healthcare in Bexley for people with a learning disability. As project Co-ordinator you will take the lead for day-to-day delivery of the project and from developing it from a proposal to a high-quality project. The role will involve working directly with service users and their families to identify the things that are most important to them and to use these experiences to shape the work that we do with healthcare professionals.

You will develop a new accessible health website, facilitate workshops with people with learning disabilities and work with GP surgeries locally to provide support to improve access for people with a learning disability. The ability to plan and prioritise your workload is essential, as is the ability to communicate with a wide range of people. This is a varied role and you'll need to be flexible to develop the project to ensure it meets its outcomes.

About You

We are seeking a candidate with experience in project management, ideally with a background or understanding of health or with people with disabilities. Our ideal candidate has an enthusiastic attitude and person-centred approach as well as experience in developing and growing services. We do ask that all our staff live our organisation's values and demonstrate them in their day-to-day work.

You will need to be caring, patient and have excellent communication skills. You'll need good IT skills to be able to organise creating websites and videos creations and and be able to drive with use of a car. What matters most is that you are passionate about working to improve the experiences of people with a learning disability.

What we offer

We offer full training to our team and ongoing support. We offer a range of benefits including discounts at local shops and restaurants, as well as options to purchase health plans at discounted rates. We also offer 22 days holiday plus 8 bank holidays (Holidays pro-rata for this position).

Job Description: Digital Health Project Co-ordinator

1. To facilitate workshops to hear the experiences of people with learning disabilities in accessing healthcare and to co-design solutions to improve access.
2. To develop a range of resources which can be widely shared including easy read guides, best practice guides and a new easy read health website.
3. To work with healthcare professionals locally to identify organisational barriers and provide support to improve practice, including awareness training, signposting and joint problem solving.
4. To develop and embed learning disability Health Champions forums for each network of GPs.
5. To promote and market the project through a range of media including flyers, social media and newsletters.
6. To develop the project to ensure that it achieves its outcomes; being responsible for monitoring and evaluation of the project.
7. To manage risk and safety across the service, ensuring all risks assessments are conducted as required and that health and safety procedures are followed.
8. To be familiar with and work within the organisation and the service's values policies and procedures, maintaining records and reports accordingly.
9. To preserve and respect the dignity and privacy of people and their families and observe confidentiality at all times.
10. To attend and participate in team meetings, supervisions, appraisals and training as requested and required by your Manager.
11. To follow best practice guidance regarding Safeguarding, Health and Safety and managing risks to promote independence.
12. To work flexibly and creatively to meet the needs and wishes of people accessing the service.
13. To support anti-discrimination policies and procedures and promote equality of opportunity at all times.
14. To undertake such additional duties appropriate to the post and to support the organisation's wider goals by working flexibly across the organisation from time to time as determined by your manager.
15. To keep accurate and up to date records of all sessions.
16. To report any significant issues, notifiable events or concerns through line management channels.

Person Specification: Digital Health Project Co-ordinator

Our work is underpinned by **our values** and you will be expected to demonstrate these in your daily work:

Nurturing: You work in a person-centred way supporting every individual to reach their full potential. You empower people to take risks and develop their skills.

Approachable: You can communicate with a range of people with differing abilities and maintain a welcoming and friendly atmosphere for the people you support and their families.

Inclusive: You involve people you support in all aspects of services. You are able to communicate effectively with people with a learning disability and adapt your approach where need.

Passionate: You are dedicated to improving the lives of the people that we support. You will professionally challenge where necessary whilst maintain effective working relationships.

Respectful: You treat everybody with compassion, dignity and respect ensuring privacy and confidentiality for the people we support.

You will also be able to demonstrate or tell us about the following areas in your application and at interview:

Skills and Experience

- Previous project management experience; ideally of developing new projects
- Experience of working with people with learning disabilities
- Experience of working in a health setting or health project
- Good IT and literacy skills; ideally experience of creating websites, videos and using social media
- Holds a valid, clean driving license and owns car

Knowledge and Behaviours

- Demonstrate good understanding of the barriers that people with learning disabilities may face accessing healthcare and the different ways to engage with them
- Able to develop rapport with people with learning disabilities and their families
- Able to maintain appropriate relationships and personal boundaries
- Demonstrate a commitment to safeguarding and promoting the welfare of people with learning disabilities
- Excellent communication and inter-personal skills
- Confident to work without direct supervision

Personal Characteristics

- Have a passion for supporting people with learning disabilities
- Caring and considerate
- Calm under pressure
- Organised
- Uses initiative and creativity to make decisions
- Always looking for ways to improve service
- Committed to inclusion of people with learning disabilities in all aspects of community life