

# **Recruitment Pack**

## **Policy and Participation Coordinator (Future Visions for Social care)**

### **About GDA**

GDA is a vibrant disabled people led organisation with **over 5000 Members** – the biggest groundswell of disabled people in Europe. GDA brings diverse disabled people together from across Glasgow and beyond, with all kinds of impairments and conditions. Our common bond is our shared experience of disabling barriers, and of working for solutions to break these down. We are a leading example of a **community of identity**, united around a sense of belonging, a shared experience of exclusion and inequalities and a resolve to overcome these and achieve improved equality and human rights.

**Our mission** is to build the confidence, connections and contributions of disabled people. **Our vision** is that disabled people can participate fully in their own lives, communities and wider society with the support they need and with choices equal to other people.

GDA is proud to be part of the Independent Living Movement, founded on the **social model of disability**: impairments and conditions are a normal part of life – inequality is not. It results from the barriers we face, living in a society that was not designed with us in mind. It is society which disables us – not our bodies or impairments. Equality is not about fixing disabled people – but removing the barriers in society.

GDA’s approach is founded on Human Rights and Community Development:

* We believe disabled people have vital expertise through lived experience of inequality. Our programmes raise disabled people’s consciousness of their rights and entitlements, and build confidence to contribute their experience and expertise to drive solutions to the inequalities we face.
* We do this through accessible learning, coaching, events and activities which connect disabled people with each other, with opportunities and with decision makers. We recognise talents and strengths and support disabled people to build on these, participate and be leaders in their own lives; influence decisions and drive changes in policies, services and decisions that affect us.
* GDA also provides support to disabled people to access the services and supports we need such as social care, health, housing, transport, education and employability. We deliver direct one to one supports around welfare rights, digital inclusion, wellbeing and employability.

### **About Future Visions for Social Care**

Social Care is a vital part of disabled people’s human rights – the cornerstone of Independent Living – of our rights to have equal choice and control over where we live and who we live with, and access the supports we need to be fully included and participate in the community (UN Convention on the rights of Persons with Disabilities, Article 19). Yet evidence shows that we are still a long way from these rights being realised for disabled people on a day to day basis. One of the most pressing priorities for GDA members is the long running Social Care Crisis that has been starkly illuminated by the COVID-19 pandemic.

GDA’s Future Visions project has evolved over recent years, with a focus on ensuring disabled people’s voices and lived experience are at the heart of building a better Social Care system. Future Visions for Social care project:

* **Engages with disabled people facing barriers** to accessing the Social Care Support they need – **offering flexible, creative, holistic and person-led support** –one-to-one and in peer groups - to navigate these barriers and find solutions.
* **Captures and shares learning and evidence with local and national governments** about these barriers and what works to help overcome them, to achieve choice, control and Independent Living.
* **Builds disabled people’s confidence and capacity to collaborate with decisions makers, planners and policy makers- to share their voices and lived experience**, particularly through our **Social Care Expert Group**: supporting disabled people to play a key role raising awareness and shaping policy and practice, to help build a better social care system, in Glasgow and across Scotland.

**GDA’s Social Care Expert Group** has played a key role contributing to the Scottish Government’s Reform Programme for Adult Social Care, and Derek Feeley’s Independent Review and related Report launched earlier this year – as well as championing the importance of Social Care across all our other policy and participation work. GDA members have also been driving dialogue and participation with decision makers and policy makers locally in Glasgow, and capturing learning about the challenges of delivering rights to independent living at the local level.

**The Policy and Participation Coordinator** will lead on the Social Care Expert Group element of the project: supporting disabled people, through accessible learning, training and policy briefings, to build confidence and capacity to share their lived experience and collaborate with decision makers and power holders; developing and delivering creative communications which contribute our members’ voices to local and national debates; building and nurturing relationships which enhance opportunities for dialogue and deliberation where disabled people can directly influence social care policy and practice in Glasgow and beyond.

## **Job Description and Person Specification**

**Job Title:** Policy Participation Officer (Future Visions for Social Care)

**Salary:** starting £29,000

**Contract:** 1 year and thereafter dependent on future funding. Secondments considered; 25 days holiday plus 12 fixed days

**Reports to:** CEO/ Depute CEO

**Hours:** 35 hours per week

**Location:** Initially home-based; partial return to office at Templeton Business Centre envisaged; potential for in-person engagement at community venues, subject to COVID-safety protocols. Potential home visits where required to support member engagement – subject to enhanced Disclosure and GDA’s lone working policy.

### **Outline of the Role**

GDA is seeking an experienced policy practitioner with knowledge of the Social Care landscape in Scotland and experience of using community development approaches. A natural communicator, passionate about empowering those with lived experience of inequality to build their voices and influence policies and decisions that affect them, the Policy and Participation Coordinator will support GDA’s Social Care Expert Group to take a leading role in Social Care Policy Reform locally and nationally.

This will involve coordinating accessible programmes of capacity building, producing accessible policy briefings and resources to build participants’ knowledge base; building collaborative relationships with key external stakeholders to maximise opportunities for disabled people’s lived experience to be heard.

The successful candidate will be a confident and creative facilitator, with an understanding of the complex barriers that impact on disabled people’s lives. You will be compassionate, respectful and affirming of disabled people’s skills and talents, and committed to understanding and removing barriers to their equal participation.

Particular expertise in Social Care Policy, or a related area, would be beneficial, and a willingness and ability to quickly learn is essential. The post will be directed by GDA’s CEO and will work closely with the depute CEO, as well as our Community Navigator (Future Visions for Social Care) to develop and coordinate the engagement, participation, policy work and communications that will achieve the project’s outcomes.

**Main Duties and Responsibilities.**

**Capacity Building**

* Lead the development and delivery of GDA’s participatory policy work on Social Care, supporting disabled people (particularly our Social Care Expert Group) to contribute lived experience expertise to the reform of adult social care, in Glasgow an at the national level.
* Lead the development of GDA’s Social Care Expert Group: source and coordinate programmes of capacity building, consciousness raising, raising awareness of Human Rights and policy dialogues; support individuals to draw out, share and amplify the connections between policy, rights, and their own lived experience.
* Produce policy and learning resources (e.g. briefings) in a range of accessible formats.
* Collaborate with GDA’s Community Navigator and across GDA Teams, to identify disabled people facing barriers to having their social care needs met, and support more disabled people to connect with our collective voice and policy participation activity.

**Capturing and Sharing Learning**

* Work closely with line managers and Community Navigator (Future Visions for Social Care) to draw out and share learning from wider FVSC project activity, highlighting connections between lived experience, project activity and wider social care policy, to share lessons for Reform locally and nationally.
* Lead on maintaining quality information and analysis forthe project and ensuring that these are updated regularly and readily available to the CEO and GDA Board.
* Contribute to development of our Social Care ‘lived experience evidence bank’ which gathers evidence from people who need and use services to inform policy and practice.
* In partnership with project participants, develop and deliver creative, empowering communications outputs (e.g. social media, blogs, video/audio, reports and briefings), which amplify disabled people’s voices, lived experiences and priorities, in relation to Social Care Reform locally and Nationally.
* Contribute to delivery of GDA’s communications strategy, developing content which shares key project learning and messages on a regular basis.
* Contribute to developing and refining systems of monitoring and evaluation for the Project and use data to produce reports against project outcomes to GDA CEO, GDA Board and funders.
* Work closely with GDA’s Chief Executive Officer, Deputy Chief Exec and Community Navigator (Future Visions for Social Care) to share project learning with partners, funders and the general public, in a range of engaging formats, and in ways that maximise impact.

**Policy Development and Collaboration**

* Build and maintain relationships with key stakeholders in the public and third sector working on social care and related areas (e.g. physical and mental health, housing, transport, community services), working collegiately with other disabled people’s organisations.
* Proactively identify and progress opportunities for disabled people’s participation and co-design in social care policy, dialogues and service design locally and Nationally.
* Research and keep informed of developments in policy and practice relevant to Social Care Reform and Human Rights implementation – sharing updates and information on these with GDA leadership team and Expert Group members; supporting and contributing to project responses (e.g. public statements) where required.
* Organise and deliver accessible, inclusive co-design events (online initially) bringing disabled people together with lead Scottish Government, Glasgow HSCP Officials and other related power holders, to share expertise and collaborate for solutions.
* Represent the Project on relevant advisory groups, networks, and engagement structures around Social Care and related topics, alongside Expert Group members where possible and informed by lived experience at all times.
* Liaise closely with GDA colleagues to ensure connections between lived experience of wider GDA members, and relevant Social Care reform policy discussions.

**General**

* Complying with GDPR at all times, maintain accurate records of all project activity, contributing to and leading monitoring, evaluation and reporting.
* Develop project plans and timeline along with CEO, Depute and Community Navigator and produce reports as required.
* Work collaboratively with GDA colleagues, contributing to the positive, proactive and supportive culture of GDA.
* Assist with development opportunities for GDA, as requested and directed by Line Manager and/or CEO.
* Subscribe to the ethos, vision and mission of GDA, taking individual and collective professional responsibility to champion equalities and human rights.
* Work at all times with integrity and to the highest professional standards.
* Ensure that services are provided in accordance with GDA’s Policies.
* Undertake other duties as may be required by the CEO or GDA’s Board of Directors consistent with the overall aims of the post, project workplan priorities.

**Person Specification**

**Policy Participation Officer (Future Visions for Social Care)**

|  |  |  |
| --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** |
| 1. Community Development methods or approaches
 | **🗸** |  |
| 1. Policy development and analysis in social care or related
 | **🗸** |  |
| 1. Excellent communication - verbal and written and attention to accessibility
 | **🗸** |  |
| 1. Interpersonal skills- relationship building, stakeholder management, networking and negotiation skills.
 | **🗸** |  |
| 1. Facilitation, group work or training skills.
 | **🗸** |  |
| 1. Organisational skills including co-ordinating programmes and events.
 | **🗸** |  |
| 1. IT skills including Microsoft Office or equivalent.
 | **🗸** |  |
| 1. Ability to build supportive relationships with individual and groups.
 | **🗸** |  |
| 1. Ability to convey complex information in a variety of accessible, engaging and relatable ways.
 | **🗸** |  |

|  |  |  |
| --- | --- | --- |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| 1. Understanding of barriers disabled people face (either through personal or professional experience)
 | **🗸** |  |
| 1. Understanding of Social Model of Disability, and the Independent Living Movement.
 | **🗸** |  |
| 1. A strong practical understanding of community led approaches and community development support.
 | **🗸** |  |
| 1. Knowledge of Social Care landscape in Glasgow / Scotland (or ability and willingness to quickly learn)
 | **🗸** |  |
| 1. Understanding of connections between Social Care support and other areas of policy / disabled people’s lives
 | **🗸** |  |
| 1. Experience of policy development and/or influence
 | **🗸** |  |
| 1. Experience of utilising online platforms to communicate with wide audiences, e.g. Zoom, social media, MailChimp, websites, etc.
 | **🗸** |  |
| 1. Experience of approaches which mitigate the power dynamics within policy and participation work that can cause harm and oppression.
 |  |  |
| 1. Experience of collaborative working with wide range of stakeholders including representing an organisation
 |  |  |
| 1. Experience of project co-ordination, report writing and record keeping.
 | **🗸** |  |

|  |  |  |
| --- | --- | --- |
| **Personal Attributes and Attitude** | **Essential** | **Desirable** |
| 1. Self-motivated, proactive and ability to work on own initiative under pressure and to tight deadlines.
 | **🗸** |  |
| 1. Commitment to ethos of GDA and a passion for working with disabled people to overcome barriers and achieve positive changes in their lives.
 | **🗸** |  |
| 1. Commitment to equality, human rights and Independent Living.
 | **🗸** |  |
| 1. Willingness to multi-task as part of a small team.
 | **🗸** |  |
| 1. Flexible and adaptive to change.
 | **🗸** |  |
| 1. Enthusiasm, ability to motivate others, connect with people & share GDA messages.
 | **🗸** |  |
| **Other requirements** | **Essential** | **Desirable** |
| Willing and able to work evenings and weekends occasionally when required. | **🗸** |  |