**About GDA**

GDA is a vibrant disabled people led organisation with **over 5500 Members** – the biggest groundswell of disabled people in Europe. GDA brings diverse disabled people together, with all kinds of impairments and conditions from across Glasgow and beyond. 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, shared experiences of exclusion and inequalities and a resolve to overcome these and achieve disabled people’s improved experiences of equality and human rights.

**A model of grassroots community activism, our mission** is to build confidence, connections and enable the contributions of diverse 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 others.

GDA is proud to be part of the disabled people’s Independent Living Movement, founded on the **social model of disability.** This liberating model is a different way of understanding **“disability”**, and maintains that although impairments and health conditions are a normal part of life – inequality is not. Disability results from the barriers we face, living in a society that was not designed with us in mind. It is therefore society that disables us. Equality is not about fixing disabled people’s bodies or impairments. Instead, it is about 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, build confidence and voices to contribute experiences and expertise and put them at the centre of driving solutions to inequalities faced. We do this through:

* Delivering programmes of **holistic individual support** including personal learning and development, building self-esteem and aspirations; supporting disabled people through wellbeing support and welfare rights to makes sure they access rights and entitlements; providing employability coaching and ensuring access to events and activities which connect disabled people with each other and with services and opportunities which support them.
* Providing **collective capacity building programmes** to build, strengthen and amplify collective voices, drawing on powerful peer support opportunities and building on strengths to increase disabled people’s confidence and capacity to be leaders in their own lives and participate in decisions that affect them.
* **Collaborating with others, including policy and decisions makers, facilitating co-design opportunities**, sharing lived experience with and of disabled people, amplifying voices and priorities and driving positive change by working to shape and influence policy decisions and service reform.

### **About GDA Voices**

GDA was set up initially to tackle social isolation and to build the confidence and capacity of disabled people to have a say in decisions which affect them- individually and collectively in terms of policies and services. As a community of identity in our own right, disabled people have a role to play in deciding these things as well as how resources are allocated and spent, alongside other communities. Perhaps even more-so than other communities, attention must be paid to creating the conditions for disabled people to be able to participate in policy and decision making. As a result, GDA provides peer support, access and other practical support for disabled people to be able to fully participate and take up their rightful roles in leading change.

GDA is fortunate in having many disabled members who bring their diverse lived expereince, expertise and passion to work alongside other members and partners to promote equality, human rights and social justice. A number of networks dedicate time and energy, collaborating for change and supporting others to do the same.

GDA Voices Networks include:

* Drivers for Change- this overarching network has over 200+ disabled members involved in highly participative programmes and speaking up across a range of policy and service areas outlined above.
* Young Drivers for Change- focus on areas of more significance to younger disabled people such as Transitions.
* Purple Poncho Players- use poetry, sketches and songs to convey disabled people’s lived experiences through entertaining and thought-provoking performances.
* GDA also supports a Black, Asian and Minority Ethnic Network, an LGBT Network and a Women’s network – all disabled people.

**Through GDA Voices combined with representation on various working groups and forums,** GDA acts as an independent and strategic partner to Scottish Government, Glasgow City Council and other public and third sector partners. We provide and share lived experience evidence, data and insights across a range of policy and service development areas including Social Isolation, Employability, Social Care, Mental Health and Wellbeing, Participation, Social Security, Minimum Income Guarantee and Covid-19 responses among others. At both local and national levels, GDA has led and collaborated on strategic approaches to tackling disabled people’s long term poverty, inequality and poorer life outcomes

**Copy of Advert**

**We are recruiting a Community Development Coordinator** to **work alongside and at the direction of our Policy & Participation Manager.** The Coordinator will enable active participation in dialogue and deliberation opportunities to establish priorities and influence policy, service design and decisions which affect disabled people.

The role involves coordinating and delivering fully accessible capacity building programmes that support disabled people to build their voice as individuals and as a community of identity.

The successful candidate will have a track record of engaging people who experience inequality and disadvantage and supporting them to build voices and participate in activities to promote equality, rights and co-design better policies and services.

**Essentials for the role:**

* Track record using community development approaches to support marginalised people, preferably in an equalities context.
* Awareness and understanding of the structural inequalities faced by disabled people and a passion for tackling them.
* Ability to connect lived experience to public policy areas and to support disabled people to influence policies, strategies and political priorities.
* Ability to network and build relationships with key partner organisations to help them better understand and meet the needs of disabled people.
* Excellent communication skills, ability to listen and respond sensitively to others, with respect, kindness and empathy, upholding confidentiality and safeguarding as appropriate.
* Ability to organise, to identify and remove barriers to enable participation of diverse individuals.
* Commitment to the values of equality, inclusion and empowering those facing inequalities to take a leading role in tackling them.

GDA positively welcomes applications from those with protected characteristics. Applications warmly welcomed from disabled candidates. Prospective applicants with lived experience of ableism, or who require additional support or reasonable adjustments, may contact our Office Manager to discuss how we can remove any barriers you may face within our application process.

## **Job Description and Person Specification**

**Job Title:** Community Development Coordinator

**Salary: £29K**

**Contract:** until June 2023and thereafter dependent on future funding being sought.

**Reports to:** Policy and Participation Manager

**Accountable to**: Chief Executive / Depute CEO

**Hours:** 35 hours per week Monday – Friday (occasional evening/weekend work may be required for which time off in lieu i.e. TOIL will be granted)

**Location:** GDA staff now working between office at Templeton Business Centre and home with increasing days in office planned when practical.

**Outline of the Role: Community Development Coordinator**

GDA is seeking an experienced Community Development practitioner with knowledge and experience of using community learning and/or community development approaches.

Key tasks include:

* Working with the Policy and Participation Manager to engage disabled people and develop accessible programmes of capacity building.
* Producing accessible information and communications for disabled people including Briefings.
* Coordinating, organising, and where appropriate, delivering accessible online and face to face learning & capacity building opportunities.
* Supporting disabled people to engage and take up opportunities, including active engagement, promotion and supporting participants at sessions.
* Building individual capacity of disabled people through peer support and learning, and building collective capacity of disabled people as a community of identity.
* Maintaining awareness of public polices which impact on disabled people.
* Working collaboratively with the Policy and Participation Manager and GDA colleagues to build relationships with external stakeholders to maximise opportunities for disabled people to engage in participation and codesign opportunities.

**The successful candidate will have excellent organisational skills and will be a confident and creative communicator, with an understanding of the complex barriers that impact on disabled people’s lives.**

They will be compassionate, respectful and affirming of disabled people’s skills and talents, and committed to understanding and removing barriers to their equal participation.

**Main Duties and Responsibilities: Community Development Coordinator**

**Engagement of disabled people**

* Contribute to developing and delivering an outreach engagement strategy to engage disabled people e.g. through talks, info stalls, events and social media to provide information, raise awareness and promote GDA’s opportunities.
* Promote GDA Voices to colleagues and partner agencies to ensure disabled people gain maximum opportunities for peer support, collective capacity building and opportunities to participate in programmes that tackle inequality.
* Refer disabled people to internal and external supports when required, especially if they are facing issues that prevent their engagement, e.g. digital support, social care, welfare rights, etc.

**Capacity Building Programmes**

* Deliver opportunities for disabled people to meet their peers and develop a supportive network where they can identify individual and collective barriers to choice and control, to having their voices heard and to securing rights to active citizenship.
* Identify and build on the talents and strengths of disabled people, working together to overcome barriers, raise aspirations, rebuild confidence, develop goals, capacity and skills for participation.
* Contribute to developing an accessible capacity building programme for Drivers for Change that builds disabled people’s confidence and encourages and motivates them to engage with opportunities to influence policy and service design.
* Develop and produce communications and learning resources e.g. information leaflets, briefings.
* Source external learning opportunities, tutors and training providers to deliver quality accessible programmes of capacity building that aligns with GDA ethos and values.

**Partnerships, Collaboration and Influencing**

* Collaborate with Voices team colleagues to ensure GDA’s intersectional member networks are able to participate so that Drivers for Change and related key messages take account of diverse disabled people.
* Build relationships and alliances, and support networks that focus on improving services for disabled people.
* Support the individual and collective voices of disabled people to be heard within partnerships, networks and structures to positively influence policy, services and decisions, including how budgets are allocated.
* Keep up to date with public policies in the external environment to ensure the Voices programme responds to wider issues, e.g. Just Transition, National Care Service, Disability Action Plan, etc. and in line with GDA’s Manifesto.
* Develop and maintain information on relevant local services, facilities, resources and networks. Where appropriate make referrals to relevant organisations.
* Represent GDA with a professional and confident approach when working in partnership with member organisations and external agencies.

**Administration, Access and Communications**

* Produce posters, social media content and other communications that are appropriate and accessible to a range of audiences, including disabled people.
* Liaise with participants to establish their needs and organise any access support required to enable access to GDA Voices, e.g. transport, accessible information, personal assistance, communication support.
* Liaise with venues to source accessible space and ensure an appropriate and accessible environment for learning can be provided.
* Liaise with training providers, tutors and speakers to ensure they have all the necessary information, resources and support required to ensure their sessions are delivered in an accessible way to learners.
* Support the continued engagement of participants, e.g. via reminder calls, check-in conversations with those who disengage, welcoming people to sessions, etc.
* Ensuring invoices are received within payment timeframes and are correct before being authorised for payment by the Policy and Participation Manager.

**Monitoring and Evaluation**

* Ensure that all activity is evaluated in line with GDA’s Monitoring and Evaluation Framework.
* Ensure all actvity is recorded within GDA’s administration systems, e.g. group calendar, project databases, monitoring database, participant registers, etc.
* Ensure outputs from sessions are recorded and utilised appropriately, e.g. typing up notes, photographic records, filming, artwork, evaluation forms, etc.
* Contribute to development and refining of monitoring and evaluation systems to ensure ongoing continual improvement of GDA programmes.
* Gather evidence and information to report progress towards project outcomes including case studies, photographs and testimonies.
* Provide regular reports to the Policy and Participation Manager and contribute to reports produced for the CEO and GDA Board.

**General**

* Maintain accurate records of all project activity, complying with GDPR at all times.
* Work collaboratively with GDA colleagues, contributing to the positive, proactive and supportive culture of GDA.
* 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 activities 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.

Ends.

**Person Specification: Community Development Coordinator**

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| **Skills and Abilities** | **Essential** | **Desirable** |
| 1. Community Development and/or Community Learning skills, methods and/or approaches including working with groups. | **🗸** |  |
| 1. Excellent communication and interpersonal skills. | **🗸** |  |
| 1. Ability or willingness to learn how to engage and respond to people with diverse access / communication support needs e.g. individuals with learning difficulties, speech or hearing impairments; individuals who may require interpreting services (BSL or other languages). | **🗸** |  |
| 1. Ability to produce communications and information in a variety of engaging and relatable ways, appropriate and accessible to a wide range of audiences. | **🗸** |  |
| 1. Excellent relationship building and networking skills to help key partner organisations better understand and meet the needs of disabled people. | **🗸** |  |
| 1. Ability to support those with opposing or different viewpoints to come together in a respectful way and reach mutual understandings. | **🗸** |  |
| 1. Excellent organisational and co-ordination skills | **🗸** |  |
| 1. IT skills including Microsoft Office or equivalent. | **🗸** |  |
| 1. Able to work independently and proactively with minimal supervision to prioritise and reprioritise work whilst also able and willing to take direction- especially when homeworking. | **🗸** |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| 1. Understanding of barriers disabled people face, either through personal or professional experience. | **🗸** |  |
| 1. Understanding of structural inequality and the impact of this on those with protected characteristics. | **🗸** |  |
| 1. Strong practical understanding and experience of using community development and/or community learning principles to empower and support those facing inequalities. | **🗸** |  |
| 1. Understanding of Independent Living philosophy and the Social Model of Disability and/or willingness to learn. | **🗸** |  |
| 1. Experience of supporting people who may experience barriers to engagement, participation and learning. | **✓** |  |
| 1. Experience of using online platforms to communicate and deliver learning e.g. Zoom, social media, MailChimp, etc. | **🗸** |  |
| 1. Experience of networking and collaboration with wide range of stakeholders. | **🗸** |  |
| 1. Experience of project, programmes or event coordination, report writing and record keeping. | **🗸** |  |
| 1. Facilitation, group work or training experience. | **🗸** |  |
| 1. Experience of the voluntary / third sector. |  | **🗸** |
| **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 and supporting them to engage and participate in opportunities to effect positive change. | **🗸** |  |
| 1. Commitment to intersectional equality and human rights. | **🗸** |  |
| 1. Kindness, patience and empathy when supporting people facing difficult circumstances. | **🗸** |  |
| 1. Teamwork: contributing to and supporting your colleagues utilising individual and shared learning and development. | **🗸** |  |
| 1. Flexible approach and open to reacting at short notice to change direction and meet needs of disabled people and GDA. | **🗸** |  |
| 1. Enthusiasm, ability to motivate and connect with people. | **🗸** |  |
| 1. Compassion, empathy and humility; determination to foreground and elevate disabled people’s own voices and expertise. | **🗸** |  |
| 1. Willing and able to work evenings and weekends occasionally when required. | **🗸** |  |

Ends.