



Project Coordinator

£29,269 - £31,364 per annum plus 8% pension contribution
(starting salary based on skills and experience)

NJC Pay Scale 18 – 22

37.5 hours/week

27 days annual leave (plus bank holidays)

Reports to Deputy Charity Coordinator

Overall Job Purpose

The role holder will work as part of the My Life My Choice (MLMC) Professional Services project team, coordinating MLMC projects. The current project coordination requirements associated with this role are:

1. A new and exciting *Pioneering Good Health* project (50% of role) that needs to be developed and implemented. Key elements of this will be delivering workshops, an awareness programme, and linking with Active Oxfordshire to support 20 individuals with a learning disability through their Move Together programme
2. After a planned for pause, we now want to re-establish our award winning, *Digital Inclusion* project (50% of role). Distributing free digital devices and providing very basic 1-to-1 and workshop training/support to people with a learning disability. Please note that this role does not require an IT technician/specialist.

Overview of MLMC

In line with the values and mission of My Life My Choice (MLMC) the role will involve working together with people with learning disabilities in order to deliver a high-quality service. MLMC's projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Professional Services** – a team of four staff, working with paid freelance workers with a learning disability, conduct research, deliver projects, campaigns, inspections, consultancy and training for peers and professionals
- **Gig Buddy** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub forms part of this work
- **Monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



Job Description

Main Responsibilities & Tasks of the role

Working under the direction of the Deputy Charity Coordinator:

- Lead on developing, delivering and managing two key MLMC projects as per the funding agreements and project plans
- Maintain and develop relationships among key project partner organisations whilst seeking new opportunities
- Host steering group meetings to develop new ideas and plans to progress and enhance projects, building communication and providing regular feedback
- Further develop links with others in the learning disability sector (e.g. day services, the local authority, charities, colleges, parents, service providers) in order to recruit beneficiaries for projects
- Working with the charity's Communications Coordinator to promote and publicise projects
- To assess the needs of prospective beneficiaries. This may involve consulting with any relevant parent/carers and support workers, before deciding upon the most appropriate person-centred intervention
- Coordinate develop and design fun, accessible, and creative workshops and training (both in-person and on-line) for people with learning disabilities
- Regularly work one to one with people with a learning disability to support them to develop their skills.
- Prepare and submit prompt reports, planning documents and information required by the Charity Coordinator with regards to funding agreements and any other contractual/grant funded obligations
- To keep in touch with latest developments in the learning disabilities agenda
- Complete records, monitoring and evaluation of projects

- To work as part of the overall Professional Services team. This is not limited to but may involve helping with inspections (Quality Checks), running focus groups, delivering consultancy projects, and translating information into assessable Easy Read format. Full training will be given.

Generic

- To undertake any other duties as may from time to time be required
- As part of the staff team, to support project staff and beneficiaries with the different projects as and when required
- Attend outreach events, such as recruitment days/transition days to promote MLMC services
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive way to relevant stakeholders.
- Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work and occasional overnight stays.



Person Specification

Experience and skills

Essential

- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- Excellent project coordination skills
- Able to support people to speak up for themselves and to learn skills
- Excellent administration and project coordination skills.
- Methodical and well organised, with the ability to prioritise.
- Willingness to learn, work to objectives and to be adaptable to change
- Self-motivated with a “can-do” attitude
- A patient person who enjoys working closely with people
- Able to organise own workload, to work well under pressure and to deadlines
- Ability to communicate and network with a wide variety of people at all levels using a variety of mediums
- Good facilitation, presentational, written, training and organisational skills
- Good understanding of IT including Microsoft (PowerPoint, Excel, Word)
- Willingness to travel throughout Oxfordshire
- Competent driver (or with car driver support), UK driving licence and access to car

Desirable

- Ability to research, develop, design and write training courses/material.

Key responsibilities applicable to all staff

Training and development

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

Health & Safety

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Use of Resources

Ensure value for money and best use of resources in all activities related to the post.

Comply with My Life My Choice's values:

- All projects are led by people with a learning disability
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with a learning disability to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with a learning disability
- People with a learning disability make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

This is a summary of the main terms and conditions

Job Title

Project Coordinator

Location

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

Salary

The full grade for this post is NJC Scale 18-22 and the salary is £29,269 - £31,364 per annum. Salaries are reviewed annually as at 1st April. **2024/25 pay rise pending.**

Hours of work

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

Benefits

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 8% of your earnings which is 5% more than the statutory requirement
- **Holidays** - Holiday entitlement for this post is 27 days per annum (plus bank holidays) pro rata; additional leave entitlement pro rata after 2, 5 and 10 years' service.
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered
- **Health care plan** – Claim up to £1,650 towards such health costs as dental, optical, health screening, and therapies. Included is a counselling, information and advice service for employees.
- **Life Assurance** – Up to four times annual salary paid to dependents upon employee death in service
- **Additional** – Weekly office fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle (we have bike racks), and/or use public transport
- **Business mileage** paid to private car users at official HMRC rate of 45p per mile.

Information for Candidates

Interview and Selection

A panel including members from the MLMC Board of Trustees will carry out interviews.

References

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

Declaration

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

Right to work in the UK

It is an offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.