



Project Coordinator

£30,559 - £32,654 per annum (full-time) plus 8% pension contribution. **3.2% pa pay rise pending**

NJC Pay Scale 18 – 22

37.5 hours

35 days annual leave (including bank holidays)

Reports to MLMC Deputy 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. After a successful first year our exciting Health & Happiness project (60% of role) needs further development. Key elements of this will be delivering workshops, an awareness programme, working with health providers, supporting members with their personal health goals, and linking with Active Oxfordshire.
2. To work with the Inspections and Campaigns Coordinator and MLMC members in coordinating MLMC campaigns, consultations and lobbying activities (40% of role).

As per the values and mission of MLMC the role will involve working together with people with learning disabilities to deliver a high-quality service. MLMC's programme areas 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** – paid people with learning disabilities are supported to conduct research, inspections, consultancy and training for peers and professionals
- **Health & Happiness** – a programme of 1-to-1 support, accessible guides, and workshops aimed at improving the health and happiness of our members
- **Gig buddy** - volunteers support a member they are paired with to get out & take part in activities they enjoy. Additionally, group social events such as a user-led nightclub, Games Club, and Walking Club form part of the Gig Buddy offering.
- **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 to impact on policy and good practice.



Job Description

Main Responsibilities & Tasks of the role

Working under the direction of the Deputy Charity Coordinator:

- To assist the Inspections and Campaigns Coordinator and MLMC members in coordinating MLMC campaigns, consultations and lobbying activities
- Liaise with Inspections & Campaigns Coordinator, Communications Coordinator and Deputy Charity Coordinator in delivering MLMC campaigns
- Lead on developing, delivering and managing MLMC's Health & Happiness project 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 project(s)
- Working with the charity's Communications Coordinator to promote and publicise project(s)
- 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 project(s)
- Supporting members with a learning disability to complete 2 x Quality checks per month
- To work as part of the overall Professional Services team. This is not limited to but may involve delivering self-advocacy groups, facilitating focus groups, delivering consultancy projects, and translating information into assessable Easy Read format. Full training will be given.

Generic

- Ensure the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Represent 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
- Undertake such other duties and tasks commensurate to the character of work. Therefore, the above list of main tasks in this job description should not be regarded as exclusive or exhaustive



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

Desirable

- Competent driver (or with car driver support), UK driving licence and access to car
- 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 learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities 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, positive, 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 £30,559 - £32,654 per annum.

3.2% pa 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 part of our culture (usually up to two days per week)
- **Health care plan** – Claim up to £1,650 pa towards health costs such as dental, optical, health screening, counselling, and therapies
- **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 for cars and 20p per mile for bicycles.

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.