

**Telford and Wrekin CVS**

Meeting Point House,  
Southwater Square,  
Town Centre,  
Telford,  
Shropshire. TF3 4HS.

Telephone: (01952) 291350

**CO-ORDINATOR FOR DEVELOPING A  
USER LED ORGANISATION (ULO) AND A CENTRE OF  
INDEPENDENT LIVING (CIL) IN TELFORD AND WREKIN**

A few words about the organisation for which you will be working and the job you will be doing if you are successful.

**About Telford and Wrekin Council for Voluntary Service (CVS)**

Telford and Wrekin CVS aims to bring together organisations which are important in the life of the community so that they can work together effectively for the good of the area by:

- improving co-operation;
- expressing social needs;
- sharing information;
- helping to direct resources to areas of greatest need;
- promoting direct services;
- encouraging self-help.

It consists of representatives of voluntary and community organisations concerned with family welfare, disability, health, community affairs and amenities, together with representatives of the local authority and other statutory services.

It provides:

- A forum for the exchange of ideas and evaluation of services.
- Relevant information and support to voluntary and community organisations working in the town.
- A variety of training to suit the needs of the voluntary and community sector.
- A recruitment and placement service for volunteers which also aims to develop good practice in volunteering.
- Information and support to Parents/Carers of Children with Special Educational Needs countywide.
- Information and support to Adult Carers and Young Carers in the Borough.

Telford and Wrekin CVS also has a subsidiary company – Community Mobility Transport (Telford and Wrekin) – which administers a community pool of tail-lift vehicles as well as the Wrekin Car, Social Car and Dial-a-Ride Schemes within the Telford and Wrekin area.

The CVS is affiliated to the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Organisations (NCVO) and Volunteering England.

Telford and Wrekin CVS is a registered charity supported by grants in aid from the local public authorities and various funding bodies with which it has good relationships and is hopeful of continued support from them.

## **Purpose of the Post**

To co-ordinate the development of a User Led Organisation and a Centre of Independent Living in Telford and Wrekin.

To oversee and ensure the User Led Organisation is able to participate in the commissioning of disability services and works closely with the Putting People First agenda in Telford and Wrekin.

To support the User Led Organisation to play a key role in helping to identify unmet need, set priorities and contributes to the participation and engagement of disabled people in Telford and Wrekin.

## **About the Job**

**Post Title:** Co-ordinator for developing a User Led Organisation (ULO) and a Centre of Independent Living (CIL) in Telford and Wrekin

**Responsible To:** The Director of the CVS

### **Main Responsibilities:**

- Develop a communication strategy to ensure that the ULO/CIL attracts involvement of disabled people and carers, disability organisations and relevant statutory bodies in its activities.
- Ensure appropriate and proportional representation of disabled people from all disability client groups and carers are members of the User Led Organisation.

- Ensure the CIL Partnership Board is representative and meets the essential criteria as set out by the Department of Health.
- Work closely with Telford and Wrekin Council Adult Social Care around the Personalisation Agenda.
- Work closely with the ULO and CIL members to identify and deliver training around capacity and capability building to empower local disabled people and carers.
- To implement the model developed by the local disability community through the feasibility study.
- Develop a business plan to give focus and clarity to priorities identified by ULO members.
- Plan and chair ULO and CIL meetings.
- Support and facilitate the CIL and work with disability voluntary organisations to generate external income to undertake pilot studies to meet identified unmet need.
- Develop and deliver a marketing strategy for the promotion of the ULO/CIL and its activities.
- Report regularly to Partnership Boards and the Health and Wellbeing Executive regarding development and plans.

It is expected that the Co-ordinator will carry out other reasonable duties from time to time as appropriate.

Regular support and supervision will be provided as will training, where necessary.

The office operates as a friendly, informal team. However, we aim to maintain the highest standards of service and efficiency.

## **Qualifications**

Evidence of a solid general education. Possession of a degree or evidence of ability to study at degree level.

## **Extracts From Conditions of Service**

- The post is for 20 hours per week on an 18 month fixed-term contract.
- LA salary range spinal column point 32-34. Starting salary (SCP 32) pro rata 20 hours per week is £14,880 per annum
- Expenses of travel will be reimbursed.
- Holiday entitlement - 4 working weeks plus public bank holidays as agreed and will not be less than the statutory minimum entitlement.
- Superannuation - the employee may elect to join the Pensions Trust which attracts a minimum contribution of 5% from both employer and employee.
- The postholder will be required to undertake Disclosure by the Criminal Records Bureau and medical assessment through the Local Authority's Occupational Health Service.
- Normal office hours are between 9.00 am - 5.00 pm : Monday to Thursday; 9.00 am – 4.00 pm : Friday. "Out of Hours" work may occasionally be necessary. Time off in lieu can be arranged (overtime is not paid).
- The postholder will be based at The Poplars, Lightmoor, Telford, Shropshire. TF4 3QN.

## **Further Information:**

If you require further information please contact the Director, Mick Lloyd, on (01952) 291350.

## **Closing Date:**

Wednesday, 14th October, 2009.

## **Interviews:**

Monday, 26th October, 2009.

## PERSON SPECIFICATION

	Essential (E) Desirable (D)
<ul style="list-style-type: none"> <li>Evidence of a solid general education.</li> </ul>	E
<ul style="list-style-type: none"> <li>Possession of a Degree, or evidence of ability to study at degree level.</li> </ul>	E
<ul style="list-style-type: none"> <li>Comprehensive knowledge of/or experience of working with voluntary and community groups.</li> </ul>	E
<ul style="list-style-type: none"> <li>Comprehensive knowledge of/or experience of adult social care.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to manage resources within defined budgets and within the requirements of financial procedures.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of generating external monies through tenders and bids.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to present information to partner groups, service users and carers and members of the public in a clear manner and through a variety of channels (media, etc.).</li> </ul>	D
<ul style="list-style-type: none"> <li>Ability to use IT equipment and produce reports and extract data.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of chairing community meetings.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of managing projects.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of partnership working.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work to tight deadlines and manage priorities effectively.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to occasionally work out of normal working hours.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to travel across Telford and Shropshire County on business</li> </ul>	E