

HEALTH FOR ALL (LEEDS)

Time to Shine Learning Disability Community Development Project Coordinator

JOB DESCRIPTION

SALARY	£23,000 Per Annum
HOURS	35 hours per week
OFFICE BASE	Health for All Offices
RESPONSIBLE TO	Health for All Trustees
RESPONSIBLE FOR	Volunteers, Time to Shine (TTS) Aspire worker
REPORTS TO	The Bridge Service Manager

MAIN PURPOSE OF POST

Time to Shine (TTS) Learning Disability Community Development project has a main focus of addressing social isolation amongst older people (50+) with a learning disability. The post will identify fifty older people with learning disabilities and, in consultation with them:

1. Propose and test methods of accessing services
2. Identify and define what social isolation means to an older person with a learning disability
3. Respond to their needs around social inclusion.
4. Achieve a better understanding of how social isolation manifests in older people with learning disabilities, how prevalent it is and how it can be prevented.
5. Discover what kinds of social opportunities exist for older people with learning disabilities and whether these, in and of themselves, are sufficient to prevent social isolation.
6. Reduce the social isolation of, and provide meaningful social contact for, older people with learning disabilities, by putting them in contact with social opportunities and/or arranging suitable activities for them based on their preferences.

7. Establish what barriers to social inclusion older people with learning disabilities face and how these might be overcome.

Duties

1. To set up the project including conducting a mapping exercise of existing social activities and drawing up publicity.
2. To identify older people with learning disabilities by building relationships with other delivery partners, organisations, GPs, social prescribing service, neighbourhood teams and health professionals.
3. To consult with older people with learning disabilities using a variety of accessible means.
4. To perform a brokerage service between older people with learner disabilities and social opportunities, using the 'warm handover' model.
5. To identify, support, train and mentor volunteers to support with the brokerage service or other activities.
6. To support older people with learning disabilities to be trained to interview their peers.
7. To set up and manage a steering group.
8. To organise activities that identify and test out any social needs not met by existing provision.
9. To monitor and record details of meetings, events and numbers of participants.
10. To submit quarterly monitoring to Time to Shine, including completing forms for all the participants, focus groups, surveys and case studies highlighting the project achievements.
11. To work closely with Time to Shine Learning Disability Community Development project partners, Aspire and Purple Patch.
12. To produce reports and showcase the project achievements as appropriate.
13. To promote the Time to Shine project via newsletters, publicity, social media and word of mouth.
14. To attend the bi monthly Time to Shine providers' meetings.
15. To work closely with the national and local programme evaluators of the Leeds Time to Shine project.

16. To undertake training and attend professional development activities as appropriate.
17. To apply safeguarding adults at risk procedures.
18. To carry out the duties of the post with due regard to the charity's Equal Opportunities, Diversity, Environmental and other policies.
19. To undertake any further tasks required to further the aims and objectives of the Time to Shine project and Health for All