

Disability Sheffield

Centre for Independent Living

Job Description

Job title:	Community Advocacy & Sheffield Voices Manager
Office Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	£34,000 FTE
Pension:	5% employee contribution 3% employer contribution
Hours:	28-35 hours per week
Contract Type:	Permanent
Reports to:	Chief Executive
Line management:	Sheffield Voices Coordinator Engagement, Communication and Policy Officer Community Advocacy Sessional Workers
Other information	This role requires an enhanced DBS check

About Disability Sheffield

Disability Sheffield is a not for profit, pan-impairment organisation led by people who identify as disabled, whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties.

We support disabled adults to make their voice heard on issues that matter to them in a number of ways:

- Community Advocacy, where we help to bring disabled people and partner organisations together from across the city to make our collective voices heard on the issues that impact our lives in Sheffield and beyond.
- Individual, 1-1 advocacy services where someone needs help to ensure they receive the support and services that they are entitled to.
- Bespoke projects that look to progress specific issues faced by the disabled community
- Information, advice and sign-posting

Main Purpose of job

Disability Sheffield is currently reviewing how we deliver our Community Advocacy work to ensure it is joined-up, fully user-led, representative, accessible and accountable to the community; and ultimately delivers positive change on behalf of our community. To do this effectively we are recruiting a new, senior post that oversees all of Disability Sheffield's Community Advocacy work on a day-day basis to ensure that our work is as high-quality, consistent and impactful as possible.

This role will directly oversee both the established Sheffield Voices project and the pan-disability / non-LD community advocacy work. It will be a key role in Disability Sheffield's newly formed senior management team (SMT) and will be the recognised deputy for the CEO in their absence. Some of this is still a work in progress, so initially the role will be about ensuring Sheffield Voices continues to deliver high quality, impactful work whilst starting to develop a more coordinated, effective and visible approach to our pan-disability / non-Learning Disabilities and Autism work.

From a Sheffield Voices perspective, you will lead a small but busy team of the project Coordinator, a pool of sessional workers and volunteers and support the core Sheffield Voices group itself to deliver effective, accessible community advocacy for the learning disability community and autistic people across Sheffield, centred around the Big Voice events.

You will lead and manage relationships with key stakeholders and partners across sectors, including statutory, academia and VCS, to ensure that the project continues to grow and actively develop new opportunities that align with our community advocacy strategy.

From the pan-disability side, you will manage the Engagement, Communication and Policy Officer and a similar pool of session workers and volunteers to Sheffield Voices, but the initial priority here will be more about developing the core model to build this work on that helps us to coordinate activity more effectively across various work strands and social issues. Due to the larger and more complex scope of pan-disability work, the model is likely to focus more on working with other Disabled People's Organisations (DPO's) in place of directly generated community engagement, bringing in their existing memberships, lived experience and organisational expertise as appropriate. Eventually we expect this may lead to the creation and support of a pan-disability steering group or network of DPO's for which you will be the day-to-day lead.

User-led co-production is the cornerstone of all Disability Sheffield's work and we strive to deliver this to the highest standard in everything we do. This post will be the organisational lead for ensuring that we do co-production to the highest possible standard across all our community advocacy and beyond. **You will therefore need to bring excellent experience of and a genuine personal passion and commitment to user-led community advocacy** as well as seeking to constantly push and further develop and improve our practice further.

Your role will be to bring all of this together into one coherent, flexible framework that is able to be the effective and influential voice of the disabled community across

Sheffield to local decision makers. Working very closely with the Chief Executive you will oversee and deliver everything from community outreach to discussions and community led co-production, through to representing people's voices directly on local policy groups and infrastructure. The role will be varied and fast paced – but rewarding and, with a bit of luck along the way, is an opportunity to build something to be proud of.

Location

By default, all our posts are office based at 33 Rockingham Lane. In practice, our team work a mixture of both office based and / or home working, as agreed with their line manager. As a disabled people's user-led organisation, we are very flexible with working arrangements and all reasonable requests will be approved.

Due to the nature and the seniority of the Community Advocacy Manager role, the post-holder will be required to attend community-based and in-person events on a weekly basis, as well as maintaining a sufficient presence in the office to effectively liaise with key staff and support the development of organisational culture.

Main Duties and Responsibilities

1. To ensure that the Disability Sheffield's Community Advocacy work, including the Sheffield Voices project, is delivered in a high-quality, impactful and inclusive way, ensuring the programme is effectively influencing local decision making and achieving agreed targets, outputs and outcomes where applicable.
2. Ensure that co-production is at the heart of all Community Advocacy activity as far as possible, striving for our work in this area to be continuously improving and alongside best practice nationally
3. To maintain a broad, up-to-date knowledge of issues affecting the disabled community in Sheffield as well as upcoming opportunities to influence local strategy, policy and decision making
4. Working with the Chief Executive, lead Disability Sheffield's community advocacy programme planning, strategy and fundraising / income-generation work, including identifying opportunities for development or expansion
5. Act as the senior representative for Disability Sheffield's community advocacy work externally with a range of audiences, including partner organisations, media and the general public, including participating in forums and strategic discussions around issues affecting disabled people in Sheffield

6. Ensure all activity, outreach and targeted engagement work is accessible to and inclusive of all Sheffield's communities as far as possible, proactively taking corrective action where required
7. Ensure that community advocacy work is delivered using a broad range of methods, formats and approaches (facilitated discussions, art or drama workshops, letter writing, etc.) to ensure that everyone can contribute to the discussion
8. Lead the recruitment of and provide effective line management, support and leadership to the Community Advocacy staff team, volunteers and ambassadors.
9. Effectively manage the Community Advocacy programme finances in line with agreed budgets
10. As part of the DS senior management team, support and personally model an open, constructive and collaborative work culture that is continuously looking to improve within Disability Sheffield
11. Deputise for the Chief Executive in their absence
12. Lead the monitoring, evaluation, reporting and impact analysis of Disability Sheffield's Community Advocacy work, ensuring data is timely, holistic and robust.
13. To ensure any complaints received regarding community advocacy work are dealt with appropriately and in a timely manner, in line with Disability Sheffield's policies and procedures
14. Ensure all activity is carried out in line with Disability Sheffield policies including GDPR requirements, health and safety / risk assessments and safeguarding
15. To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the Chief Executive or Board of Trustees

Person specification

The following requirements of the role will be assessed collectively from the application form and interview process.

Essential requirements

1. Strong and demonstratable experience and up-to-date knowledge of delivering high-quality, user-led co-production at all levels of activity.
2. A good, cross-sector understanding of how to influence social change at the local level, including planning and implementing multi-faceted local 'campaigns' alongside local partners
3. A personal commitment and ability to work as inclusively, transparently and accountably to the broader disabled community as possible at all times, constructively challenging poor, unrepresentative or exclusionary practices wherever they are identified
4. Good understanding and experience of delivering effective and appropriate community outreach / engagement, in person and online, across a broad range of communities and demographics
5. The ability to identify, develop and maintain strong working relationships with key stakeholders at all levels
6. The ability to quickly pick up new policy areas / subject knowledge and engage and energise the disabled community in accessible discussions around them
7. Strong inter-personal and communication skills, with the ability to adapt written and verbal communication style and content as appropriate to different audiences, including commissioners / executive management, VCSE partner organisations and adults with learning disabilities and autistic adults.
8. Experience of facilitating group discussions or workshops, ensuring accessibility and inclusion and that all voices are heard
9. Experience of working or volunteering with people with a learning disability, autistic people or in a pan-disability setting.
10. Good organisational and project-level planning, management, monitoring and financial / budgeting skills and experience, including the ability to work well under pressure and using your own initiative
11. Good knowledge of and experience of working to data protection regulations and practice, confidentiality / sensitivity and safeguarding issues and ensuring activities comply with relevant health and safety requirements

12. Good IT skills and computer literacy, including a good working knowledge of MS Office applications and online meeting platforms such as Zoom and Teams.
13. The ability and willingness to regularly travel to various locations across Sheffield and sometimes beyond for meetings and public events, including occasional evening and weekend work.
14. An understanding and commitment to the importance of equal opportunities, diversity, and anti-discriminatory practice, in particular the Disability Rights Movement, Social Model of Disability, and the Independent Living Movement

Desirable requirements

1. Personal experience of disability through self or family
2. Experience of line-managing and developing staff and/or volunteers
3. Experience of working with academia on social research projects
4. Experience of producing easy-read documents
5. Professional social media / communications experience