

|  |
| --- |
| **Job Description** |

**Job title:** Network Coordinator

**Office Location:** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary:** £27,100 FTE (£21,300 p.a. pro-rata)

**Pension:** 6% employer contribution

2% employee contribution (minimum)

**Hours:** 27.5 hours per week

**Contract Type:** Temporary until 31st March 2024

**Reports to:** Chief Executive

**Line management:** Volunteers & Ambassadors

**About Disability Sheffield**

Disability Sheffield Centre for Independent Living is a ‘not for profit’ pan-impairment organization, led by people who self-define as disabled people, 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, whether through individual advocacy services or through a range of networks and activity seeking to ensure disabled people are at the heart of all decision making across Sheffield.

**Main Purpose of Job**

To establish, grow and help coordinate a diverse, vibrant and user-led pan-disability network of disabled people across Sheffield, advocating for social change.

Disability Sheffield supports social inclusion by helping disabled people come together to identify and advocate for their priorities for change. To do this effectively, we need a large, self-sustaining, diverse and engaged network of people with a range of skills, knowledge and passions behind us. Our network is then well placed to not only develop its own agenda for change, but to respond en masse and directly to key stakeholders during public consultations, etc. To enable everybody’s voice to be heard in a way that works best for them, we work in a variety of ways from large, formal or commissioned pieces of consultation work to community events to producing plays or short films about specific issues. The main responsibility of the Network Coordinator is to help support the network achieve these aims, whilst ensuring it is large, vibrant and diverse enough to be fully representative and sustainable.

**Location**

All Disability Sheffield staff are office based by default. 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.

**Main Duties and Responsibilities**

1. To build a robust, active and user-led pan-disability network of people across Sheffield with the primary purpose of identifying opportunities and working towards a more inclusive society
2. To develop and embed relationships with previously underrepresented communities, such as ethnically diverse and LGBTQ+ people, ensuring they are engaged and represented across all areas of the network
3. To identify and develop ways to engage people which are accessible for everyone and to support people to contribute in a meaningful way
4. To work collaboratively with other Disability Sheffield teams and partner organisations to identify and realise opportunities for social change
5. To support and coordinate network members to deliver or engage with specific pieces of work or support services
6. To support the Chief Executive and other Disability Sheffield teams in planning and development work
7. Any other reasonable duties which fall within the scope of the post as required

**Person specification**

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

**Essential requirements**

1. A passion for social justice, in particular disability rights
2. Experience of identifying, engaging and supporting local and thematic communities to organise and achieve change
3. Experience of supporting and coordinating volunteers and network members
4. Experience of working with a range of partner organisations across the public and not-for-profit sectors to both coordinate action and influence
5. Experience of engaging and working with specific target groups, including LGBTQ+, Asian, Black, and other ethnically diverse people
6. Strong people and communication skills, with the ability to present information in a clear and concise manner to a wide variety of audiences
7. Experience of developing and facilitating workshops and public consultations
8. The ability to effectively prioritise work tasks, flexibly balance competing demands and work under their own initiative as required
9. Good IT skills
10. Understanding of 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 a user led organisation
3. Knowledge of voluntary and community sector organisations in Sheffield
4. Broad understanding of social care policy and systems, including direct payments
5. Some budget management experience