

Direct Secondment Opportunity for a Learning Disabilities and Neurodiverse Conditions Community Partner in DWP

Department for Work and Pensions

Reference number:

Closing date: 12th *December 2017*



Location

The Learning Disabilities and Neurodiverse Conditions Community Partner will have a base location of Ashington Jobcentre Plus office, however the role involves regular travel to meet community organisations & groups across Northumberland Tyne & Wear, and occasional travel within the wider Northern region.

About the job

The Learning Disabilities and Neurodiverse Conditions Community Partner role is a new and exciting opportunity to be part of a team of Community Partners to work collaboratively with the Third Sector in strengthening awareness and understanding of disability and health conditions within Jobcentre Plus.

This includes enhancing the support offered to customers with learning disabilities or neurodiverse conditions.

Person specification

Essential:

1. Lived experience & in-depth understanding of learning disabilities and neurodiverse conditions, and the barriers people with learning disabilities and neurodiverse conditions face in everyday life and may encounter when seeking and sustaining long-term employment.
2. Strong written and verbal communication skills and the ability to work collaboratively and as part of a team to deliver outcomes.
3. A good understanding of the social model of disability and the ability to effectively articulate this and communicate confidently to a range of stakeholders.
4. The ability to demonstrate empathy and carry out work in a person-centred way, to deliver solution focussed outcomes and identify various ways to overcome barriers.
5. Good knowledge of existing local networks and services. Experience of facilitating partnership working and collaborating with a range of service providers, such as employment, health and social care services in the area, to identify or develop new provision.
6. Knowledge and experience of the range of workplace adjustments that can be made to accommodate disabled people and those with learning disabilities and neurodiverse conditions.

• Responsibilities/Tasks:

Provide valuable insight and expert advice on learning disabilities and neurodiverse conditions and the barriers faced by people. Strengthening the understanding of Jobcentre Plus staff, partners and potential employers by:

- Delivering training sessions to jobcentre staff as and when required, to enhance understanding of different challenges faced by individuals with learning disabilities and neurodiverse conditions and the nature of support required. Building Work Coaches' confidence when engaging with customers with learning disabilities and neurodiverse conditions.

- Delivering regular, one-to-one and ad-hoc coaching on learning disabilities and neurodiverse conditions and the impact they can have on employability and employment outcomes
 - Actively participate in case conferencing, suggest possible interventions and support Work Coaches with the implementation of solutions and recommendations
 - Support with complex case reviews by providing advice and potential solutions
 - Working in partnership to identify appropriate support in the local community, including actively contributing to the development of the Community Mentoring Network
 - Support Employer Engagement staff to overcome barriers to engaging with employers, including the stigma around learning disabilities and neurodiverse conditions.

Use knowledge and networks to:

- Identify the use of local services to offer a wider range of provision and strengthen the local district provision tool
- Collaborate with support services, to enable more streamlined and person-centred support for individuals
- Strengthen learning pathways, work experience and training opportunities
- Support the development of the Community Mentoring Network to identify personalised tailored coaching and advice. Support and encourage employers to develop their own mentoring programmes, from employee to employee or to other local businesses
- Actively support a Community Partners national network to share learning, best practice and information on service provision

- Build awareness and engagement within the jobcentre district by promoting:
 - The Disability Confident campaign to employers, how to sign up to take part
 - The Access to Work Scheme to customers and employers and providing support where necessary to help them utilise the scheme

Applying for the role:

We need examples from you of how you meet each of the essential criteria listed in the Job Description and any details of any experience you have with the areas described in the Job Description.

If you are interested in the role please forward a CV with the above details to Beverley.morrow1@dwp.gsi.gov.uk by close of business on 12th December 2107.

If you would like to discuss the role before application please contact Elspeth McPherson, Lead Community Partner:

elspeth.mcpherson@dwp.gsi.gov.uk

Tel 01670 568191 & Mob 07747 535830

Things you need to know

Reasonable adjustments can be arranged to enable you to attend the discussion and support you to perform the role. If you require adjustments for the discussion please contact Beverley.morrow1@dwp.gsi.gov.uk

A secondment cannot commence until pre employment checks are completed and a Secondment Agreement is in place with your current employer. This means it could be up to 5 weeks before the secondment starts.

Salary

You will continue to be paid your present salary by your current employer during the secondment.

Pension

Your pension contributions will continue to be covered by your Home Employer during the secondment.

Grade

The job is graded at Higher Executive Officer and the salary range applicable to this role is: National £28,307 - £32,239

Length of employment

12 months on Secondment

Business area and type of role

Operations – Operational Delivery

Working pattern – can be Flexible working, Full-time, Job share, Part-time

Hours

Up to 37 –to be detailed in the Secondee Agreement

Terms and Conditions

To detail in in the secondee agreement

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must pass [basic security checks](#).

Nationality statement

Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).

If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

You will need to provide identity verification see [CSR - Verification of Identity documentation v2 \(160527\) Opens in new window](#) (pdf, 246kB)

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

Further information

As part of pre-employment screening you will be subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

