



Recruitment Pack

Community Development Team Leader

March 2019

This pack contains:

- Information about Disability Advice Service Lambeth
- Disability Advice Service Lambeth organisational chart
- Information on the application and selection process
- Job Description and Person Specification



Our Organisation

dasl is an independent charity working with, and on behalf of, Disabled people and also with older people and carers. We were set up in 2001, having previously operated since 1984 as a project of a larger charity, Lambeth Accord. We are Lambeth's leading pan-impairment Disabled People's Organisation (DPO) and our users include people with physical and sensory impairments, learning disabilities, mental health problems and long-term health conditions.

We are controlled by Disabled people through our Management Committee, which has a majority of Disabled trustees, and our growing membership. Our vision is of an inclusive society where Disabled people enjoy equal rights and opportunities, and where diversity is valued.

Our job is to provide a range of high quality information, advice and advocacy, direct payments support, user involvement and peer support services, as well as social and sports activities, to Disabled people in Lambeth. Through our involvement in local consortia since 2009 we have also developed substantial experience of work with older people and carers. Since April 2015 a wide range of services for Disabled and older people and carers have been brought together under the umbrella of the Independent Living and Carers' Partnership (ILCP), in which dasl is a leading partner.

We operate from fully accessible office premises at 'We are 336', Lambeth's voluntary sector Disability Hub, in Brixton, in the centre of this multicultural south London borough.

As well as delivering our main client services (see below) dasl contributes extensively to local strategic and policy work on disability, advice, advocacy and wider health and social care issues, working both with Lambeth Council and NHS Lambeth and with the Lambeth voluntary and community sector.

We have a staff of 14 supported by a growing team of volunteers and peer mentors. Our income in 2018/2019 is in the order of £430,000.

Our priorities for the next three years are set out in our new Strategic Plan 2018 – 2021 which you can find on our website at:

<http://www.disabilitylambeth.org.uk/dasl/about/i-our-strategic-plan>

Visit our website at www.disabilitylambeth.org.uk for more information about us.

Our Services

Advice

We hold the Advice Quality Standard at the General Help with Casework level in the Disability client category and the Welfare Benefits subject category. This has been re-awarded for two years in February 2019.

Our Advice Service provides information, general advice and advice casework up to tribunal level mainly to Disabled adults of working age, with a particular focus on those whose primary needs are mental health-related. Help is provided mainly on welfare benefits but also on debt, housing, community care, accessible transport services (such as Freedom Passes, Blue Badges and Taxicards) and obtaining help from the Emergency Support Scheme and charitable grants. We also support the weekly advice and support surgery for Deaf and hearing impaired people provided at our offices by the Royal Association for Deaf People as part of the ILCP.

Professional Advocacy

We hold the Advocacy Quality Performance Mark which was re-awarded for three years in December 2018 by the National Development Team for Inclusion (NDTi). The AQPM is the nationally recognised standard for independent advocacy services against which we deliver our services.

The service is provided to Disabled and older adults and carers, with and without capacity to provide instruction (ie non-instructed advocacy). It is part of the ILCP and supports people with:

- Community care issues - issues with Social Services (adult and children's social care) including situations in which there is a statutory right to advocacy under the Care Act 2014
- Health - issues with NHS primary and secondary care including accessing services; quality of care; continuing care funding and provision of integrated services with social care.
- Housing - wanting to move and looking at options; quality of service in residential/supported accommodation settings; accessing housing-related support; challenging decisions.
- Safeguarding issues - ensuring people are supported through the process; safeguarding processes are followed and any form of abuse is reported
- Discrimination issues

- Disabled parents - going through Child Protection processes, accessing and understanding legal representation
- Making complaints and accessing legal representation

dasl does not provide the Independent Mental Capacity Advocate (IMCA), the Independent Mental Health Advocate (IMHA) or the NHS Complaints advocacy services for Lambeth.

Direct Payments Support

We have provided the independent Direct Payments Support Service on behalf of Lambeth Council since 1999. The service, now part of the ILCP, offers information, advice and training on Personal Budgets and Personal Health Budgets, mainly in the form of Direct Payments, and is available for all client groups eligible to use this funding to arrange their own care and support or that of the person they care for. We also offer advice to self-funders.

Community Development for Disabled People

Our Community Development Service, created in 2015 as part of the ILCP, leads on development of our community links and our work with smaller and user-led local disability groups. It supports the voice of dasl members and other local Disabled people on key agendas, in particular Lambeth Council's services and is developing our offer for young Disabled people. The service also works with other groups to offer regular social and leisure opportunities to Disabled people and supports our successful London Stroke Choir for stroke survivors.

'Into Sport

Our innovative 'Into Sport' project, set up in 2014, develops new ways of engaging more Disabled people in sport and physical activity. We work closely with the Council, GLL Better, London Sport and a wide range of local sport and activity providers to arrange a programme of regular sessions for Disabled people and to increase their access to mainstream leisure facilities.

Hate Crime

Our Disability Hate Crime Advocacy and Outreach Service supports Disabled people who have experienced hate crime. Now in its fourth year, having been funded by Trust for London between 2016 -2018 and now by the Mayor's Office for Policing and Crime, it is part of the wider multi-agency Lambeth Disability Hate Crime Partnership which is chaired and coordinated by dasl. The Partnership has arranged successful events to mark National Hate Crime

Awareness Week each October since 2014 and organised an important Lambeth Disability Hate Crime Policy Forum in June 2018.

Independent Living and Carers' Partnership



The Independent Living and Carers' Partnership (ILCP) was established in April 2015 and commissioned by Lambeth Council for the benefit of:

- Disabled people including adults with learning disabilities and people with physical and/or sensory impairments
- older people
- adults with long term health conditions
- adult carers
- young carers

The Partnership is based at 'We are 336', 336 Brixton Road, London SW9 7AA, with outreach services and activities in other community venues across Lambeth. 'We are 336' is an established hub for voluntary sector services for Disabled people which is owned and managed by the charity Lambeth Accord.

The ILCP includes three local organisations, with a track record of working together to deliver services to these client groups, commissioned by Lambeth Council:

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- Age UK Lambeth, the borough's leading voluntary organisation working with older people, leads the partnership.
- Disability Advice Service Lambeth (dasl), an independent Disabled People's Organisation working with Disabled people across all impairment groups, and with older people and carers in Lambeth.
- Carers' Hub Lambeth, formerly a project of Help for Carers but, since July 2018, an independent charity which supports carers of children and adults who have care needs as a result of impairment, illness or age, through the provision of community based support.

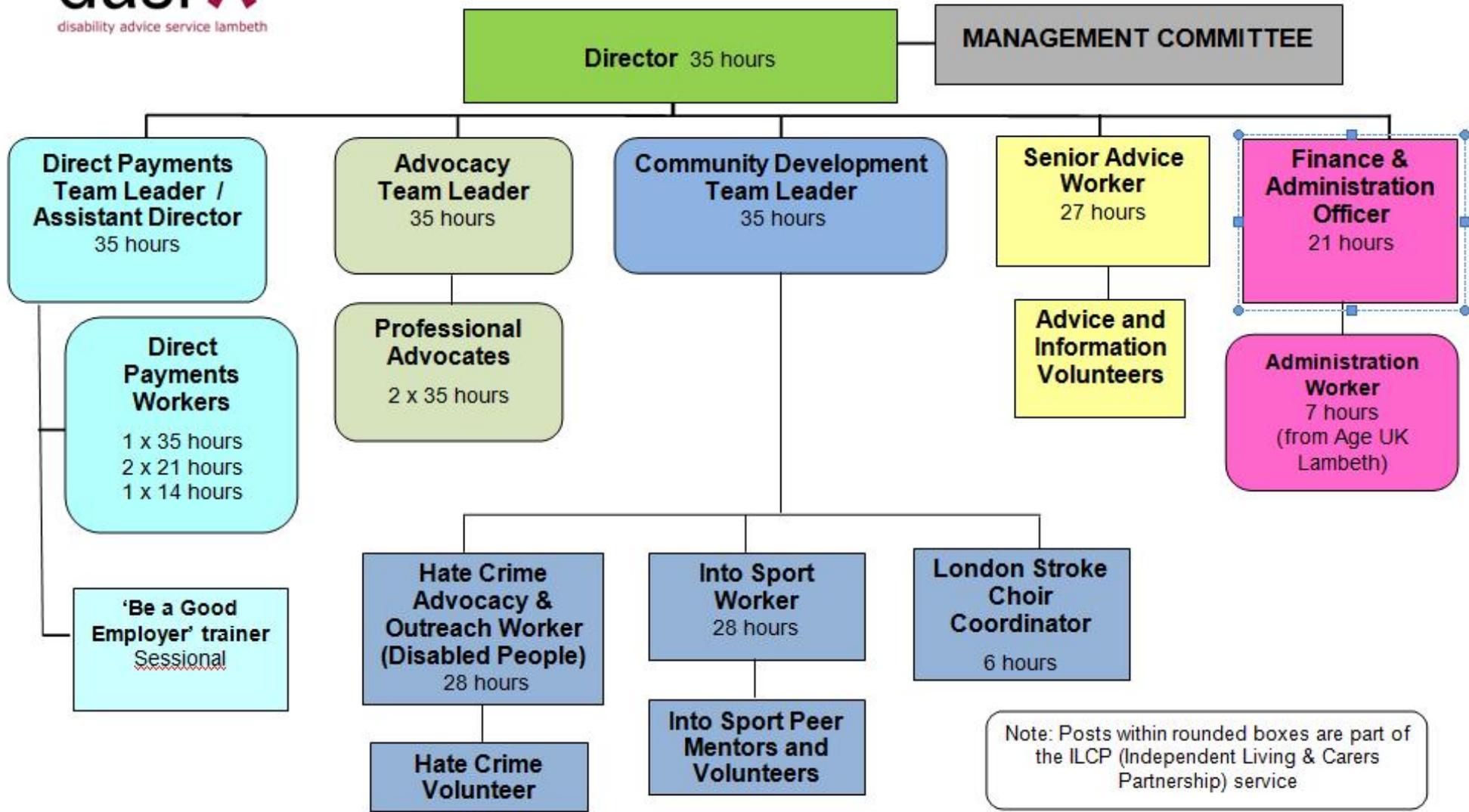
The Partnership also includes the Royal Association for Deaf People (RAD) which promotes the welfare and interests of Deaf people and believes they should receive the same access and opportunities as hearing people.

The ILCP provides a range of services including:

- A comprehensive information and advice service on a wide range of subjects including benefits, pensions, health and social care, housing, transport and mobility.
- Issue-based Professional Advocacy to support people in accessing community care, health and housing services, dealing with financial and family matters and being safe from abuse. The service includes provision of independent Advocacy under the Care Act 2014.
- The Direct Payments Support Service delivering advice, support and training for people who wish to use Personal Budgets to arrange their own care and support.
- Community development work delivered by the lead partner organisation with expertise in working with each of the main client groups. This includes specialist services for adult and young carers delivered through the Carers' Hub Lambeth.
- Befriending services especially for older people.



DASL ORGANISATIONAL CHART



Information on the Application and Selection Process



Applications

Please submit your application by email, setting out on the job application form how you meet the criteria in the Person Specification. Please also complete and submit the Equal Opportunities Form. Both forms, together with further guidance on making your application, can be downloaded from the jobs page of our website:

<http://www.disabilitylambeth.org.uk/dasl/about/e-working/>

Please submit your completed forms by email to David Strong, the Director:
david.strong@disabilitylambeth.org.uk

The deadline for the receipt of completed applications is:
5.00pm on Thursday 11th April 2019

Selection Process

Shortlisted candidates will be invited for assessment and interview at dasl's offices at:

We are 336, 336 Brixton Road, London SW9 7AA

Interview date to be confirmed.

If you are shortlisted we will contact you with details of the selection process. If you have not heard from us by 18th April please assume that you have been unsuccessful with your application.

If you would like to find out more about dasl and the post of Community Development Team Leader before making your application you can contact David Strong:

Email: david.strong@disabilitylambeth.org.uk

Telephone: 020 7642 0040

Disability Advice Service Lambeth is committed to actively opposing all forms of unlawful and unfair discrimination and will provide reasonable adjustments to all stages of our recruitment and selection procedures in accordance with the Equality Act 2010. As a Disabled People's Organisation, we welcome applications from all sections of the community and particularly from Disabled people. Our premises at We are 336, 336 Brixton Road, London SW9 7AA are fully accessible.

JOB DESCRIPTION

Post	COMMUNITY DEVELOPMENT SERVICES TEAM LEADER
Salary	£33,076 per annum
Hours	35 hours per week. The post holder will be required to have a flexible approach to working hours which will include evening meetings and occasional weekend work.
Responsible to	Director
Responsible for	IntoSport Worker Hate Crime Advocate and Outreach Worker (Disabled People) London Stroke Choir Coordinator Community Development volunteers
Location	dasl Offices (We are 336, 336 Brixton Road, SW9 7AA)
Date	March 2019

<p>Main purpose of job</p>	<ul style="list-style-type: none"> • To develop, deliver and support a range of community based projects and activities with and for Disabled people[#] in Lambeth • To manage staff providing dasl's Disability Hate Crime, IntoSport and Stroke services and support them in the delivery and further development of their services. • To support the voice, participation and representation of Disabled people in campaigns, policy work, consultations and forums. • To increase members' involvement in dasl. • To lead on work across dasl on the development of volunteering and peer mentoring opportunities for Disabled people. • To work across dasl's services to coordinate and develop dasl's offer to Disabled young people. • To contribute to the work of dasl's Senior Management Team • To contribute to the work of the Independent Living and Carers Partnership.
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By Disabled People, we mean adults with physical and sensory impairments, learning disabilities, long-term conditions / ill-health or mental health problems.

SPECIFIC TASKS

1. Disabled People's voice, representation and participation

1.1 To engage Disabled people with current agendas and campaigns including independent living, welfare reform, digital inclusion and changes in health and social care provision, supporting their voice and enabling them to make their views known to statutory authorities and service providers.

1.2 To provide capacity building, advice and support to the Lambeth Pan-Disability Forum and to other local user-led disability groups.

1.3 To engage dasl members and service users with the Council's Pan-Disability Reference Group and other consultation and involvement bodies and support their active involvement.

1.4 To further develop dasl's membership of Disabled people and support their engagement in the work of the charity and the local disability agenda.

2. Service provision

2.1 To develop, deliver and support a range of social, leisure and cultural projects and activities in the community with and for Disabled people in Lambeth, including in collaboration with the 'we are 336' community of organisations, other local disability groups and service providers.

2.2 To support DASL's Disability Hate Crime, IntoSport and Stroke services' project staff in the delivery and development of their services and contribute to policy and partnership work in which they are involved.

2.3 To research and monitor developments in relation to local and national issues which impact on Disabled people, acting as an expert resource and sharing information with other dasl and ILCP colleagues and wider networks.

2.4 To coordinate dasl's outreach, promotional and social media activities to reach Disabled people and those who work them in order to raise the organisation's profile across the borough.

3. Service development

3.1 As a member of the Senior Management Team, to advise and support the Director, drive forward the Strategic Plan and develop the quality and impact of dasl's services.

3.2 To coordinate and further develop dasl's offer to Disabled young people, working with other organisations and service providers and creating clear pathways to adult services during their transition period.

3.3 To develop new partnerships through which dasl can work with other services to create more training and employment opportunities for Disabled people.

3.4 To work with dasl colleagues to coordinate and develop volunteering and peer support opportunities for Disabled people.

3.5 With the Director and project staff, to research funding opportunities and make applications to sustain existing services and develop new ones.

4. Service Quality

4.1 To ensure that services are provided effectively in line with service specifications and any targets/outcomes agreed with funders.

4.2 With the Director and project staff, to develop and implement effective ways of evaluating the impact of the services and the outcomes achieved, ensuring that the views of the diverse range of service users are captured.

5. Staff and volunteer management

5.1 With the Director, to be responsible for project staff recruitment and induction.

5.2 To be responsible for arranging and carrying out regular team meetings, individual supervision sessions and annual staff appraisals, ensuring all staff have agreed work objectives and targets.

5.3 To ensure that staff members including volunteers are aware of, and work to, dasl's policies and procedures.

5.4 To assess and respond to the training and development needs of staff and volunteers, ensuring that knowledge and skills are developed to the full.

5.5 To ensure that all team members' knowledge of relevant areas of the law is current and that they have available updated reference resources as necessary.

5.6 In consultation with the Director, to be responsible for dealing with staff performance issues and any disciplinary or grievance measures arising.

6. Other tasks

The postholder will be required to:

6.1 Undertake any other duties consistent with the responsibilities of the post as may reasonably be requested by the Director.

6.2 Attend personal supervision meetings and appraisals.

6.3 Undertake training and continuing professional development, as agreed with the Director

6.4 Achieve agreed targets.

6.5 Work within dasl's Equal Opportunities, Health & Safety, Information Governance, Safeguarding and other key policies and comply with all relevant legislation.

The post holder will be required to apply for a Disclosure and Barring Service check at the Enhanced Level.

Person Specification

A	Attitude and Values	Essential	Desirable
1	Commitment to working to further the rights, independence, wellbeing and dignity of Disabled people.	√	
2	Understanding of, and commitment to, the Social Model of Disability.	√	
3	Able to relate positively to people of different cultures, backgrounds and experiences and believe in the equal value of people, regardless of disability, age, sex, race, religion or belief, sexual orientation or gender reassignment.	√	
B	Experience and knowledge		
4	Lived experience of disability/impairment.		√
5	Experience of managing a project or service and / or staff / volunteers working with the public, preferably in a voluntary or statutory sector setting.	√	
6	Experience of working with / supporting Disabled people in a paid or voluntary capacity.	√	
7	Up-to-date knowledge and understanding of the key issues and developments in national and local policy which affect Disabled people.	√	

8	Experience of building strong external networks and local contacts	√	
9	Experience of working in partnership with other agencies to set up, facilitate and support groups and user forums.	√	
10	Experience of using social media for service promotion, consultation and user engagement.		√
11	Experience of making successful funding bids and grant applications.	√	
12	Experience of organising and delivering training to service users and/or volunteers/professionals.		√
C	Skills and abilities		
13	Able to lead and motivate a team of specialist project staff, working to targets and objectives, supporting them to manage workloads, resolving problems and making decisions.	√	
14	Able to work independently, manage own workload on a day to day basis and make efficient use of time and resources.	√	
15	Able to carry out research into current issues affecting Disabled people and to prepare and disseminate information in the form of reports, briefings and publicity materials, in easy to read versions where appropriate.	√	
16	Excellent written, verbal, interpersonal and presentational skills for a diverse range of audiences.	√	
17	Numeracy skills sufficient to be able to analyse and interpret statistics and to prepare and present monitoring information.	√	
18	Able to develop creative approaches to engaging and involving Disabled people in actively shaping services	√	

	and programmes		
19	Able to contribute effectively as a member of dasl's own staff team and across the organisations which are delivering the ILCP service together.	√	
20	Good computer skills, proficient in using MS Office applications, databases, internet and email.	√	
21	Able to use a range of social media to promote campaigns, activities and opportunities and as a tool to communicate with Disabled people.	√	
22	Able to use desktop publishing applications to prepare documents such as leaflets and newsletters.		√
23	Able to work flexibly including evening and weekends as required.	√	