

Job Description – Project Development Worker

Vacancy

Hours: 37.5 hours per week (full-time) across 5 days (Monday-Friday)

Reporting to: Deputy Managing Director

Based: Bishop Auckland, County Durham

Contract: 1 year – fixed term with potential to extend

Salary: £30,000

About Bridge Creative

Bridge Creative is a social enterprise dedicated to supporting adults with learning disabilities and autistic adults across County Durham. Our focus is providing meaningful employment opportunities and vocational training centred around each individual's aspirations, ensuring each person is successful in reaching their goals. We work closely with the NHS and local authorities, to deliver specialised training including the Oliver McGowan Mandatory Training and Inclusive Employment training, co-designed by expert trainers with lived experience.

Job Overview

We are seeking a dedicated and knowledgeable Project Development Worker to oversee a various training and self-advocacy work, focused on learning disabilities and autism. This role involves managing and delivering training programs to NHS and social care staff including our Oliver McGowan Mandatory Training project, facilitating a self-advocacy group called The Influencers, creating easy-read materials and line managing responsibilities of our training team.

The ideal candidate will have experience in the field of learning disabilities and autism, strong existing relationships within the North East Integrated Care System (ICS), local authority, and social care, project management skills, and a passion for self-advocacy and training.

Main Duties

Oliver McGowan Mandatory Training (OMMT) Project

- Oversee the development, implementation, and evaluation of the Oliver McGowan Mandatory Training project, delivered to NHS and social care staff on learning disabilities and autism.
- Facilitate training sessions, working alongside experts with lived experience to deliver excellent quality OMMT training to a wide range of audiences.
- Become a Lead Trainer to train new facilitators and expert trainers externally and within Bridge Creative.

- Support the development of new delivery models including quality assurance methods, supporting external organisations with recruitment of training teams and developing a commercial training offer.
- Develop training materials and resources tailored to the needs of health and social care professionals.
- Ensure training content is up-to-date and aligns with best practices and national requirements.
- Liaise with training teams across the North East and North Cumbria to ensure effective communication and delivery of the training.
- Ensure training deliver targets are met.

Facilitation of The Influencers Self-Advocacy Group

- Facilitate regular meetings and activities for The Influencers, a self-advocacy group for individuals with learning disabilities and autism.
- Empower group members to share their experiences and advocate for their rights and needs, attending steering groups and board meetings where needed.
- Coordinate group projects and initiatives that promote awareness and understanding of learning disabilities and autism.
- Support the group to create engaging content for social media.

Line Management

- Line manage a team of expert trainers and facilitators, providing guidance, support, and performance evaluations.
- Coordinate training schedules and ensure the quality and consistency of training delivery.
- Foster a collaborative and supportive work environment for the training team.

Stakeholder Engagement

- Liaise with NHS and social care stakeholders to identify training needs and new business opportunities and develop tailored solutions.
- Build and maintain strong relationships with external partners, advocacy groups, and other relevant organisations, particularly among the Good Life Collaborative – a group of partner organisations working together across the North East and North Cumbria promoting a good life for all autistic people and people with a learning disability.
- Represent the project at meetings, conferences, and events, advocating for the importance of training in learning disabilities and autism.

Project Administration

- Monitor project progress, track key performance indicators, and report on outcomes to the Managing Director.
- Leading the production of accessible materials including creating easy-read documents and using other formats to make organisational documents accessible to all.
- Manage project budgets, ensuring efficient use of resources and adherence to financial guidelines.
- Prepare detailed project reports, documentation, and updates for internal and external stakeholders.

Experience, Knowledge, Qualifications and Skills

- 3+ years of experience supporting adults with a learning disability and autistic adults.
- Strong existing relationships within health and social care in County Durham.
- Strong knowledge of learning disabilities, autism, and best practices in training and self-advocacy.
- Proven experience in developing and delivering training programmes.
- Experience in line management and team leadership.
- Strong presentation and public speaking skills.
- An understanding of the social model of disability.
- A full clean UK driver's license with access to your own vehicle for work, and the ability to travel across the North East.
- Experience of supporting people to self-advocate (desirable)

Personal Characteristics

- Empathetic and patient with a deep commitment to improving the lives of people with learning disabilities and autism.
- Excellent facilitation, communication, and interpersonal skills.
- Highly organised with strong project management capabilities.
- A good leader.
- Excellent problem-solving abilities and a proactive approach to challenges.
- Ability to work independently and collaboratively within a team.
- A creative 'ideas person' with a proactive, can-do approach to work.
- Someone who truly wants to make a difference.
- Have good moral principles in line with the values of Bridge Creative.
- Solution-focussed.

Work Environment

- Office-based with regular travel to training sites and stakeholder meetings.
- Interaction with a diverse range of professionals, advocates, and individuals with learning disabilities and autism.

- Opportunities for professional development and contribution to meaningful, impactful work.

Benefits

- Competitive salary.
- Chance to be a part of a dynamic and growing organisation with a supportive, inclusive team.
- Disability confident employer (working towards Level 3 – Leader).
- Employer committed to the health and wellbeing of all employees.

Health and Safety

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.

How to apply

To apply for this position, please send a CV and covering letter to bridgecreative@outlook.com no later than 5pm on Friday 21st June 2024. We will consider applications as we receive them and may close applications early if we receive enough strong applications for the role.