Borders Care Voice

Involving you to improve health and social care

Local Citizens Panel Development Worker – Job Description and Recruitment Pack

Hours: 16 hours per week, Monday–Friday, with occasional evening and weekend work.

Contract: Permanent, subject to continued funding.
Salary: £26,182 pro rata.
Location: Galashiels, with travel throughout the Scottish Borders. Some home working is possible.
Responsible to: [Confirm line manager]

About Borders Care Voice

Borders Care Voice is a charity based in Galashiels in the Scottish Borders, established in 1991. The organisation promotes equality and positive change in health and social care.

Its membership includes service providers, people with lived experience of health and social care, and unpaid carers. The organisation supports their voices to influence services and improve outcomes for people with health and social care needs.

Borders Care Voice values and respects its employees and the people it works with, and is committed to partnership working.

The organisation also provides free training for people working or volunteering in health and social care, and for unpaid carers.

About the role

The postholder will facilitate, support and promote five Local Citizens Panels (LCPs), operating a collective advocacy and engagement approach across the Scottish Borders. The panels represent the interests of people with learning disabilities and unpaid carers in five localities. Each panel meets at least four times a year.

The role will enable panel members to influence the development and delivery of local services and participate meaningfully in the Learning Disability Service governance structure.

What you will do

Panel facilitation and accessible participation

- Coordinate and facilitate meetings of the five LCPs, ensuring that each panel meets at least four times a year.

- Support lively, accessible meetings that respond to members' communication needs and enable meaningful participation.
- Provide members with the information and support required to fulfil their responsibilities within the Learning Disability Service governance structure.

Meeting administration and communications

- Arrange guest speakers to attend panel meetings.
- Take meeting notes, with administrative support available out with the meetings
- Co-produce promotional materials with panel members.

Representation and partnership working

- Ensure that LCPs are represented at appropriate events and planning structures.
- Communicate issues raised by members to the appropriate decision makers and follow up where required.
- Develop effective working relationships with partner organisations, the Learning Disability Service and local providers.

Person Specification

Essential criteria

- Experience of working with people with learning disabilities and their carers.
- Understanding of different communication needs and how to support people with a learning disability to feel heard and included.
- Group facilitation skills
- Commitment and enthusiasm for supporting people with learning disabilities, and their rights.
- Strong interpersonal and effective communication skills, including presenting and communicating to groups
- Ability to work collaboratively within a small team and independently using own initiative.
- Excellent organisational skills.
- Proficiency in Microsoft Office.

Desirable criteria

- Experience of working closely with learning disability service staff and decision makers.
- Ability to produce information in accessible formats, particularly Easy Read.
- Experience of monitoring, evaluation and report writing.

Additional Information

Travel and working arrangements

The postholder will travel across all five localities in the Scottish Borders, including outside normal office hours where required. Access to a car is preferred because of the rural nature of the area and the need to transport meeting equipment and materials. Occasional evening and weekend working will be required.

PVG, safeguarding and safe recruitment

Current PVG scheme membership covering children and adults is required for this post. Borders Care Voice can arrange and fund membership where the successful candidate does not already hold it.

The postholder must comply with Borders Care Voice safeguarding, confidentiality and data protection policies.

Health and safety

The postholder must follow Borders Care Voice health and safety policies and procedures, report hazards, and support safe working practices for meetings, events and lone working.

What you will get

Borders Care Voice offers flexible working to support work–life balance, including some home working where possible.

- Salary of £26,182 pro rata, with travel expenses.
- Six weeks' annual leave, increasing after five years, plus public holidays.
- Pension contribution of 8%.
- Enhanced sickness pay.
- Opportunities for learning and development, with coaching and mentoring available.

The project currently has more than three years' funding. The contract is permanent, subject to further funding being secured.

Equality, diversity and accessibility

Borders Care Voice welcomes applications from people with different backgrounds, experiences and perspectives. Applicants who require information in another format or adjustments during the application or interview process are encouraged to contact the organisation.

Disability Confident Committed Employer

Applications are actively encouraged from people living with a disability or long-term health condition. Where applicants declare a disability and demonstrate that they meet all essential criteria, Borders Care Voice aims to offer an interview. On the rare occasion that the number of candidates exceeds interview capacity, disabled applicants will be selected on how closely their experience and skills meet the requirements of the post.

How to apply

Please send your CV and a covering letter explaining how your experience matches the role to recruitment@borderscarevoice.org.uk by the closing date stated in the advert.

Please provide contact details for two referees, preferably including your most recent employer. References will normally be taken up after interview.