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**The Lescudjack Centre Penmere Close
Penzance Cornwall TR18 3PE**

Registered Charity Number: 1108093

- Position:** Outreach Inclusion Worker
(Mid-West Cornwall)
- Hours:** 31 hours per week.
Flexibility is required. Will need to work outside
office hours, including some evenings and weekends.
May involve occasional out-of-county work.
- Salary:** £19,240.00 p.a. pro rata
- Contract:** TBC -
Postholder will be contracted to Cornwall People First.
- Accountable
to:** The Project Manager, Board of Trustees of Cornwall
People First and their Advisory Group.
- Essential:** Car driver, with access to own car.
- Probationary
Period:** This post is offered, subject to satisfactory CRB
and employment reference checks. It is subject to a 3
month probationary period.



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Main Purpose of post is to:

- Empower those with a learning disability in Cornwall to make choices for fulfilling lives, by participating in the decision making process and acting as agents of change.
- Maximize the numbers of people participating in consultation, linking with the south west and national fora to give a 'voice' for people with learning disabilities in Cornwall.

Duties will include:

- Continue to recruit and facilitate representatives to sit on the Get Real Panel, the Learning Disability Partnership Board, Agenda setting meetings, preparation meetings and debrief meetings.
- Enable all individuals to participate in the decision making process, no matter what their communication difficulties.
- Organise self-advocacy groups in designated areas, promoting and arranging full participation.
- Work with the Cornwall People First Trustees and Projects Manager to monitor and evaluate progress and effect on services for those with a learning disability.
- Visit established groups and seek individuals in more isolated areas who may have difficulty accessing groups and or services.
- Encourage and facilitate new advocacy groups to form in local areas.
- Train individuals, groups and the 'Get Real' members in consultation and representation.
- Liaise, plan and work in partnership with a range of statutory agencies and voluntary organisations.
- Overseeing and managing of CPF's role in the Cornwall Works For Learning Disabilities programme. *(See page 5)



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Duties will include:

- **Leading the implementation of the Board of Trustees' decisions.**
- **Working in ways that show respect and that include everyone.**
- **Being aware of the needs of people as individuals, particularly those with complex needs.**
- **Managing a small team of staff and volunteers.**
- **Ensuring the smooth running of the office, the outreach team and other CPF projects.**
- **Ensuring the wellbeing of the CPF organisation, its staff and volunteers is maintained at all times.**
- **Regular reports to the Trustees and funders, using a variety of formats.**
- **Keeping clear records and accounts.**
- **Managing the budget and cashflow forecasts.**
- **Using computers, databases, and software including Microsoft Word, Powerpoint, Excel and image editing software such as Adobe Photoshop.**
- **Developing and managing systems, as appropriate, to enable the smooth-running of the organisation.**
- **Writing business plans and funding bids.**
- **Working with self-advocates and other CPF members to develop ideas and to implement plans to make these ideas happen.**
- **Implementing legislation to ensure CPF operates within the law at all times.**
- **Representing CPF at meetings, such as the Partnership Board or other network meetings to promote CPF.**
- **Working in partnership with other organisations for the benefit of the CPF members.**
- **Organising and developing awareness-raising campaigns around learning disability issues.**
- **Participation in relevant training, as directed or appropriate.**
- **Other duties, as necessary, for the wellbeing and development of the CPF organisation.**



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General To:

- **Participate in training identified in conjunction with the Cornwall People First Management Team and Project Co-ordinator to carry out the duties of the post effectively.**
- **Be flexible as some evening or occasional weekend work may be required**
- **Have access to transport within the designated geographical area.**
- **Carry out duties with regard to Equal Opportunities and Health and Safety policies.**
- **Organise workload to fall within agreed monthly time allocation.**
- **To organize workload to fall within agreed monthly finance limit.**
- **To work at all times within the policies and procedures set out in the Cornwall People First Policies and Procedures Manual.**
- **Undertake other duties as appropriate to the post.**



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Duties specific to Cornwall Works For Learning Disabilities programme:



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- **To see clients in a timely manner from the point of first contact with the organisation.**
- **To provide essential and high quality face to face contact with clients and provide an early assessment of employment capabilities.**
- **To signpost potential clients to other provisions and programmes where employment is not the client's end goal.**
- **To ensure good communication with delivery partners who will be receiving referrals so that client's are not unnecessarily delayed in receiving support.**
- **To feed into the manager's regular monthly written reports to Cornwall Council.**



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Additional Information:

Applications need to include:

- CV (including work history, education, qualifications and a personal profile)
- Names of 2 referees
- Covering letter

Closing date for applications: Friday 12th March 2010, 5.00pm

Interviews will take place at the Cornwall People First Office in Penzance on: Friday 26th March 2010

Please send applications to:

cornwallpeoplefirst@hotmail.co.uk

or

**Cornwall People First
The Lescujack Centre
Penmere Close
Penzance
Cornwall TR18 3PE**