



Recruitment Pack

Development Coordinator

June 2024

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



Introducing Disability Advice Service Lambeth

Disability Advice Service Lambeth (known as dasl, pronounced ‘dazzle’)) is an independent charity working with, and on behalf of, Disabled people.

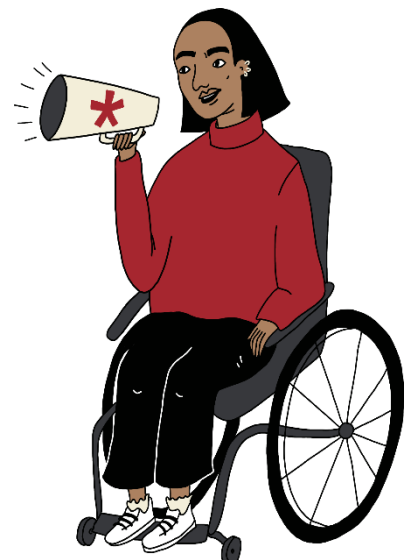
When we say Disabled people we mean people with learning difficulties, people with a mental health condition or who experience mental distress, Deaf people, people with visual impairment, people with hearing impairment, people who are neuro-divergent, people with long term health conditions, people with invisible impairments and people with physical impairment.



We are proud of our deep roots in Lambeth – we have worked in the borough for nearly 40 years, initially as part of Lambeth Accord and over 20 years now as dasl. We are Lambeth’s Disabled People’s Organisation – a peer-led charity led by the lived experience of our trustees, staff and members.

We provide services, support our members and influence and campaign for systems change. We are here for all Deaf and Disabled people.

We are controlled by Disabled people through our Board of Trustees and our growing membership. Our vision is of an inclusive society where Disabled people enjoy equal rights and opportunities.



We work closely with other local organisations including Carers Hub Lambeth, Age UK Lambeth and Community Support Network, under the umbrella of Connect Lambeth in which dasl is a leading member.

We have a flexible work model that promotes accessible working for Disabled staff and prioritises staff wellbeing. We have a staff of 14 supported by a team of volunteers and peer mentors. Our accessible offices are at 'We are 336', Lambeth's voluntary sector hub in Brixton in this diverse and vibrant south London borough.

As an organisation we are committed to working in an anti-oppressive way – we are building a team of staff, trustees, volunteers and members who are keen to work together to actively counter discrimination and oppression.



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

Our Services

Advice

Our Advice Service provides information, general advice and advice casework up to tribunal level to Disabled adults of working age. Support is provided mainly on welfare benefits but also on accessible transport services (such as Freedom Passes, Blue Badges and Taxicards) and obtaining help from the Emergency Support Scheme and charitable grants.

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 was re-awarded for two years in February 2023.

We work in partnership with 4 other Disabled People's Organisations across London sharing training, peer support and technical casework advice. We have been awarded a grant for 2 years through the Propel fund which will enable us to recruit a trainee advice worker. We are also looking to expand the team and as a partnership are applying for funding for an additional caseworker.

We also host the weekly advice and support surgery for Deaf and hearing impaired people provided by the Royal Association for Deaf People at our offices as part of Connect Lambeth.

Professional Advocacy

We hold the Advocacy Quality Performance Mark, which was re-awarded for three years in April 2022 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 (i.e. non-instructed advocacy). It is part of Connect Lambeth and supports people with a range of issues, including community care,

health, housing, safeguarding, discrimination, child protection, making complaints and accessing legal representation.

dasl is a founding partner of the Lambeth Advocacy Hub, a consolidated advocacy service in the borough, which brings together partners to provide all statutory advocacy services, including Independent Mental Capacity Advocate (IMCA), the Independent Mental Health Advocate (IMHA) or the NHS Complaints advocacy services for Lambeth.

We also offer support to Parents with learning disabilities and Autistic parents. This builds on the support we have provided to Disabled parents since 2011 during Child Protection processes and enable us to support more parents and in different ways.

Direct Payments Support

We have provided the independent Direct Payments Support Service on behalf of Lambeth Council since 1999. The service, now part of Connect Lambeth, offers information, advice and training, and is available for everyone using a direct payment to arrange their own care and support or that of the person they support.

Community Development for Disabled People

Our Community Development Service, created in 2015 as part of Connect Lambeth, supports the voice of dasl members and other local Disabled people on key agendas in Lambeth. It both supports people to be more active and also breaks down barriers to people using their lived experience to contribute to service planning, engagement and co-production. It leads on maintaining and developing our community links, enabling Disabled people to be confident active citizens within local networks and organisations, their own communities and within dasl itself.

Community Development includes work with the No Wrong Door partnership – local organisations and residents working together to ensure there is ‘No Wrong Door’ for Black Disabled people seeking employment.

Into Sport and Social

Since 2014, we have been encouraging Disabled people to take part in sport and social activities alongside non-disabled people. We support Disabled people to think about the activity that they would like to take part in and turn this into a reality. As well as supporting Disabled people to find out about and use leisure centres, community sports facilities and clubs.

Connect Lambeth

Connect Lambeth was originally established as the Independent Living and Carers' Partnership (ILCP) in April 2015 and is commissioned and funded 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
- carers, including young carers

Connect Lambeth's member organisations have a record of working together to deliver services to these client groups:

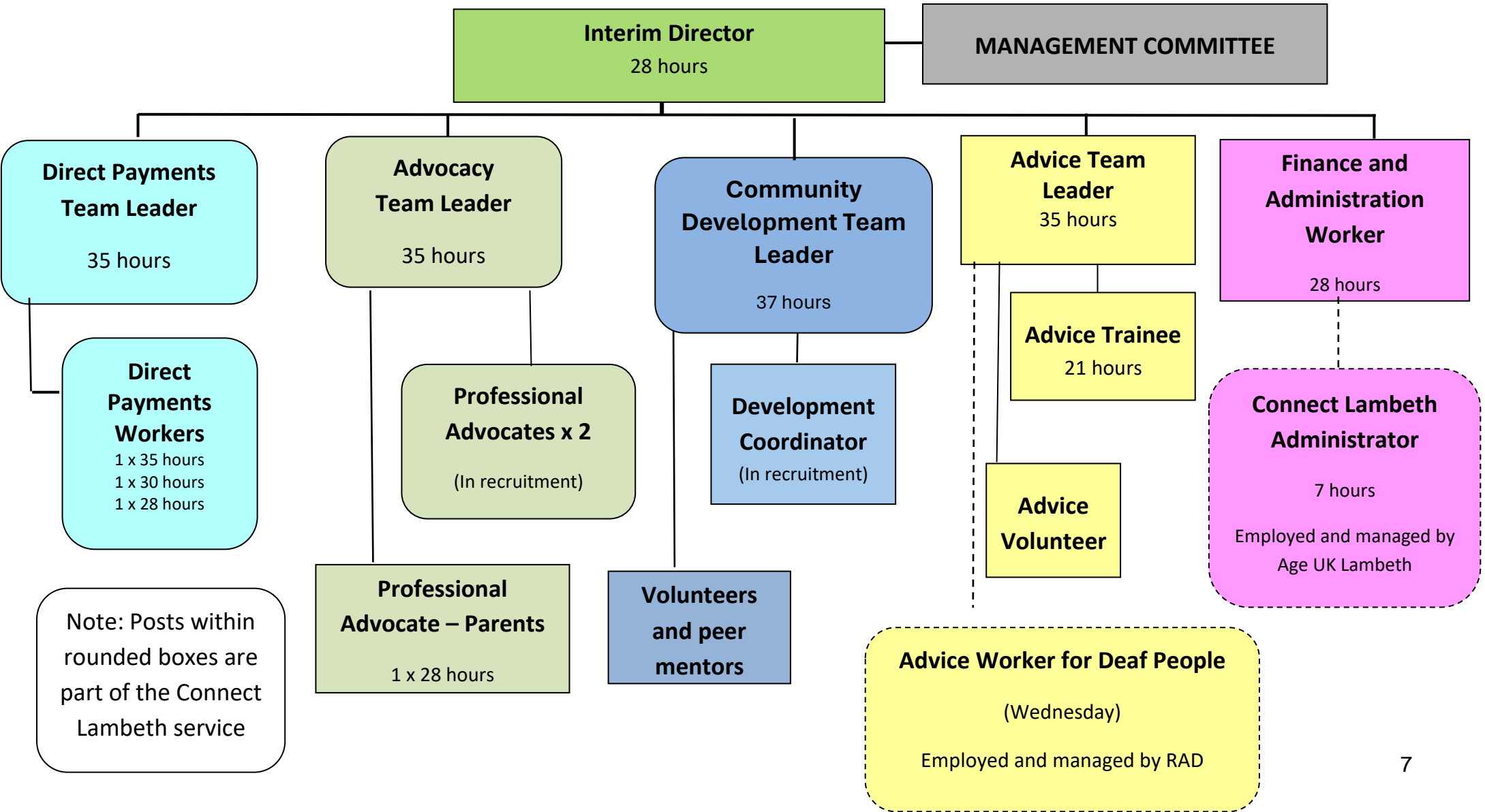
- Age UK Lambeth, the borough's leading voluntary organisation working with older people, leads the partnership.
- Disability Advice Service Lambeth (dasl), an independent Disabled People's Organisation working with Disabled people across all impairment groups, and with older people and carers in Lambeth.
- Carers' Hub Lambeth, a charity formed in 2019 following the closure of Help for Carers to support unpaid carers, including young carers aged 5-21.
- Community Support Network (CSN), a user-led organisation providing advocacy services to people with mental health problems.

Connect Lambeth's delivery partners include:

- Royal Association for Deaf People (RAD), who provide advice services for Deaf People in their first language, usually British Sign Language (BSL).
- POhWER, an organisation providing information, advice, support and advocacy to people who experience disability, vulnerability, distress and social exclusion.

You can find out more about Connect Lambeth, its member organisations and the services we provide by visiting the website: www.connectlambeth.org

dasl Organisational Chart



Note: Posts within rounded boxes are part of the Connect Lambeth service

Information on the Application and Selection Process

Applications

Please complete the job application form, setting out how you meet the criteria in the person specification. This is important – we will judge your application on what you write here.

We use anonymous recruitment – shortlisting will be done on the basis of the answers to our questions alone.

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: <https://disabilitylambeth.org.uk/volunteer-or-work-us/development-coordinator>

Please submit your completed forms by email to Gail Mitchell
GMitchell@disabilitylambeth.org.uk

This is a rolling recruitment - applicants will be shortlisted and interviewed as soon as possible. We encourage you to apply as soon as you are able.

If you would like to find out more about dasl and the post of Development Coordinator before making your application, you can contact Husnara Zaman:

Email: hzaman@disabilitylambeth.org.uk

Telephone: 020 3062 9037

We will provide reasonable adjustments to all stages of our recruitment and selection procedures – please contact us if you'd like to discuss this.

dasl is committed to equality, diversity and human rights. As a DDPO, we welcome applications from Deaf and Disabled people, people from Black and minoritised communities and the LGBTQ+ community.

Development Coordinator Job Description and Person Specification

Job Description

Post	DEVELOPMENT COORDINATOR
Location	dasl Head Office ('we are 336', 336 Brixton Road, SW9 7AA) Flexible working with a mix of home working and working at our accessible office in Brixton.
Hours	21 hours per week
Salary	£20,460 (£34,100 full time equivalent)
Responsible to	Community Development Team Leader
Date	Until May 2026.
Main purpose of job	<ol style="list-style-type: none"> 1. To Influence change in Lambeth, specifically employment providers and commissioners, to ensure Black Disabled people have accessible and appropriate employment support. 2. To bring change to the policy and practice of employment support providers across Lambeth 3. To guide Employment support providers in Lambeth to utilise the social model of disability to remove barriers for Black Disabled service users. 4. To build on and provide Disability and race equity expertise through partner collaboration and the Lived Experience Leads.

	5. To work with Black Disabled communities in Lambeth to co-produce this project.
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Specific Duties

- 1) To work with partners and the Lived Experience Leads on the No Wrong Door Project and Local Collaborations Project. This includes attending and contributing to partnership meetings.
- 2) To liaise effectively and build relationships with organisations, commissioners and agencies providing employment support locally.
- 3) To keep up to date and monitor developments in relation to employment which impact Black Disabled people, acting as an expert resource and sharing information within the No Wrong Door and Local Collaborations project.
- 4) To co-produce and deliver a range of activities/ events for the Black Disabled Communities, with the involvement of partners, the Lived Experience Leads and local Disabled people, which is likely to include peer support groups.
- 5) To deliver the project through appointments at dasl’s offices and other methods as appropriate for the partnership, including via video meetings.
- 6) To maintain accurate records and of work undertaken and contribute to the monitoring and evaluation of this project. This is to be in line with dasl’s policies and procedures and within the project’s monitoring requirements and includes data required for monitoring and impact reports as requested
- 7) To provide support and training, as agreed with the Community Development Leader, for any volunteers working on the service.
- 8) To develop new information for use in dasl’s communications, website and social media.
- 9) To seek out potential funding opportunities or strategic partners to support the development of the work and to contribute towards funding applications and partnership negotiations.

- 10) To contribute to developing a range of information and publicity materials about the No Wrong Door and Local Collaborations project in formats suitable for different target groups, including materials for dasl's social media platforms.

General Duties

These duties apply both to your employment as a member of staff of dasl and as part of the wider team delivering the Connect Lambeth services.

- 11) To provide a high level of service at all times.
- 12) To seek to ensure that the needs of all clients are met, sensitive to age, sex, race, disability, religion or belief, sexual orientation and gender reassignment.
- 13) To ensure that dasl's policies and procedures and relevant legislation or regulations are followed, particularly in relation to safeguarding, data protection/information sharing and ICT security, equalities, conflict of interest, dealing with complaints and health & safety.
- 14) To learn about the work of the other services and projects of dasl and its Connect Lambeth partners so that you are able to represent both dasl and the Partnership effectively to external partners and audiences.
- 15) To participate actively in team and staff meetings, supervisions and appraisals. To review, reflect and act upon own individual professional practice to achieve continuous improvement.
- 16) To attend training courses, workshops or seminars as required.
- 17) To work flexibly and respond positively to changing business needs and fulfil any other duty, appropriate to the grade and nature of the post, as required by the Advocacy Team Leader and the Director.

Occasional evening and weekend work may be required for which Time Off In Lieu will be given in accordance with dasl's current policies.

Person Specification

Attitude and Values	Essential	Desirable
1. Commitment to working to further the rights, independence and dignity of Disabled and older people and carers.	✓	
2. Understanding of, and commitment to, the Social Model of Disability.	✓	
3. Belief in the equal value of people, regardless of disability, age, sex, race, religion or belief, sexual orientation or gender identity.	✓	
4. Understanding of intersecting discriminations and a commitment to actively challenging and removing the barriers that these create	✓	
Qualifications, experience and knowledge	Essential	Desirable
5. A strong commitment to drive positive change for Black Disabled people.	✓	
6. Lived experience of being a Black Disabled person.	✓	
7. Substantial experience of working with Disabled people.	✓	
8. Experience of leading a successful project.		✓
9. Experience of working within a diverse multiracial community.	✓	
9. A strong understanding of the barriers and exclusion Black Disabled people encounter within recruitment and employment	✓	

11. Experience of using social media for service promotion		✓
Skills and abilities	Essential	Desirable
12. Able to project manage independently, including identifying and assessing risks, monitoring and reporting.	✓	
13. Able to develop creative approaches to engaging with Black Disabled people	✓	
14. Able to work sensitively with people under stress and respect their privacy and confidentiality.	✓	
15. Able to identify safeguarding concerns, respond appropriately and challenge where the response made is inadequate.	✓	
16. Able to contribute effectively as a member of a team	✓	
17. Able to work independently, manage own workload on a day to day basis and make efficient use of time and resources.	✓	
17. Excellent written and oral communication skills including a clear and friendly telephone manner and an ability to explain complex information to a diverse range of people in a way which is easy to understand.	✓	
18. Numeracy skills sufficient to be able to analyse and interpret statistics and to prepare and present monitoring information.	✓	
19. Able to prepare and disseminate accessible information and publicity materials including easy read materials.	✓	
20. Good computer skills, proficient in using MS Office applications, video conferencing, databases, internet and email.	✓	
21. Able to use desktop publishing applications to prepare promotional documents such as leaflets.		✓
22. Able to work flexibly including occasional evening and weekends as required.	✓	