

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.

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.	✓	
10. 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.	✓	