

Disability Inclusion Advisor (Fixed-Term)

Recruitment Pack



copyright is ©CBM Australia

Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.

CBM UK

www.cbmun.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

At CBM UK, you would be joining a very supportive and collaborative community, working with a team who are incredibly friendly and passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offer flexitime and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none according to the greatest need.

We are part of the UK Government Disability Confident Scheme as a Disability Confident Employer. We are working towards moving to the highest Disability Confident Scheme level of Disability Confident Leader.

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 42 UK staff, we're part of a Global Federation working in 29 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

We Live with Integrity

We live responsibly and with honesty.



About the role

Place of work	Munro House, Mercers Row, Cambridge , CB5 8HY, or at , CBC House, 24 Canning Street, Edinburgh , EH3 8EG. With at least 50% working from home option.
Starting salary	£45,000 to £50,000 depending on experience (this will be pro-rata for part time hours).
Contract type	37.5 hours per week full time (80% considered). Fixed term 21 month with possible extension.
Reports to	Director of Advocacy and Influencing (with dotted line to technical advisory function).

Key responsibilities

The CBM UK Inclusion Advisor will be responsible for generating new business opportunities and delivering disability inclusion technical advice to mainstream organisations and key stakeholders in the UK. The role will also contribute to ensuring the advisory programme of the wider CBM Global Federation is of sound quality, appropriately resourced and promoted both internally and externally. While being able to develop and deliver technical advice is the most important element, we are particularly seeking a strong understanding of, and preferably experience in delivering or advising on, inclusive education.

Key activities and responsibilities include:

- Work with and alongside CBM Global Country Teams and the disability movement to deliver high quality disability inclusion advice on policies and programmes, change facilitation and capacity strengthening.
- Work with UK and Global colleagues to generate new business in order to build the technical advisory function of the organisation.
- Lead on stakeholder and partnership management to maintain excellent servicing of advisory clients.
- Ensure appropriate systems and processes are in place, and contract outputs are delivered to a high standard for effective operational delivery.
- Contribute to the evidence and monitoring, evaluation, accountability and learning (MEAL) base for disability inclusive practice.
- Contribute to the peer learning approach of CBM Global's [Inclusion Advisory Group](#) (IAG) and strengthen the advisory capacity of the CBM UK team.

While being able to develop and deliver technical advice is the most important element, we are particularly seeking a strong understanding of, and preferably experience in delivering or advising on, inclusive education.

Departmental Objective

We believe progress in realising disability rights is best achieved when CBM Global's three "vehicles of change" – programmes, advocacy and advisory -work hand in hand. While this role sits in the Advocacy and Influencing team, it works collaboratively with colleagues across CBM UK and the IAG network to amplify the reach and impact of what we do.

Programmes: partnering with the disability movement and other key external partners to develop and support the delivery of high-quality, transformational programmes that deliver lasting change for people with disabilities.

Advocacy: holding duty bearers to account on inclusive policy, practice and commitments, whilst generating and applying evidence and learning to inform our advice to mainstream partners and extend sector thought leadership.

Advisory: partnering with the disability movement to transform systems and influence the programmes and policies of humanitarian and development organisations, institutions, and government actors to be more inclusive and realise the rights of people with disabilities.

Reporting and Cross Team Working

The CBM UK Advisor is line managed by the Director of Advocacy and Influencing but works closely with colleagues in the UK and globally. This includes:

- the support of and quality assurance by the CBM UK Technical Advisory Lead (CEO) and the IAG Global team, in line with CBM Global's peer review approach
- Programme Management, Funding and Finance
- Advocacy and Influencing

The role has no direct reports but will draw in other staff in UK team and IAG.

Main Activities

- 1. Provide technical support, advice and capacity development to development and humanitarian stakeholders, alongside co-delivery partners such as CBM Global Country Teams and the disability movement (40-50%)**
 - a) Bring in-depth knowledge and skills in one or more technical areas which can be applied to influence key stakeholder policy and practice.
 - b) Assist external stakeholders to assess their organisational disability inclusive development and/or humanitarian action capacity.
 - c) Strengthen the disability inclusion capacity, policy, programming, research and evidence of key development and humanitarian partners through the provision of quality inclusion advice and training, as well as ongoing mentoring and support.
 - d) Contribute to monitoring, evaluation and learning activities relating to disability inclusion advisory services, aligned with IAG MEAL processes.
- 2. Contribute to business development and management (30-40%)**
 - a) Work with the Programme Funding team and with other relevant country and technical teams to identify new work opportunities and position CBM UK to secure new contracts, partnerships and activities, in line with organisational strategy and priorities (we are particularly seeking someone who has, or is willing to build, inclusive education experience which is a key area of development for CBM Global).
 - b) Build the technical advisory function of the organisation by identifying and developing leads for portfolios of advisory work, agreeing work allocation with colleagues, consultants and partners as appropriate:
 - Securing and delivering "fee for service" advisory work in UK
 - Technical support to accessing funding for delivery by IAG, consultants and partners
 - Co-delivery on wider IAG network advisory projects
 - c) Negotiate and deliver contracts with external stakeholders to agreed deadlines, standards, and partnership agreements (including progress reports, financial reports, deliverables and MEAL) and to support project delivery (e.g. drafting project plans, budgets, and terms of reference).

- d) Work with Programmes colleagues to ensure appropriate project management, administrative and financial systems and processes are developed and applied to meet due diligence, procedural and compliance requirements.
- e) Cultivate and maintain positive relationships and appropriate communication with clients, partners, consultants, associates, subcontractors, and disability movement stakeholders.
- f) Identify and monitor risk issues, developing and maintaining appropriate mitigation strategies.
- g) Represent CBM and disability inclusion in relevant stakeholder groups.
- h) Contribute to IAG network communications aligned with UK business development priorities to profile UK and wider IAG network experience and expertise.

3. Foster effective collaboration with CBM Global Country Teams, technical teams, and the disability movement in the provision of advisory support (5-10%)

- a) Advocate for the role of people with disabilities and the disability movement in all work.
- b) Develop and maintain effective partnerships and collaborations with Organisations of Persons with Disabilities (OPDs) which focus on two-way learning.
- c) Where appropriate, contribute to the capacity strengthening of OPDs to enable them to more effectively influence development and humanitarian partners to be more inclusive in their policy and practice.
- d) As part of delivering advisory contracts, support Country Team staff to respond to advisory requirements of mainstream partners and to broker effective relationships between development and humanitarian partners and OPDs as appropriate.

4. Contribute to learning initiatives, and the development and dissemination of an evidence base for disability inclusive development/ humanitarian action and influencing (5-10%)

- a) Contribute to team learning through the development of internal resources, participation in meetings and peer review processes, as well as contributing to organisational initiatives and meetings.
- b) Support the Evidence and Learning Manager to work with Country Teams and partners in the documentation of best practices and lessons learned, and the planning and implementation of research.
- c) Work with the Advocacy and Influencing Team on the provision of disability inclusion advice to research applications in areas of expertise.
- d) Contribute to a resource library of tools and publications and dissemination to key stakeholders.

5. Teamwork and administration

- a) Demonstrate leadership in modelling inclusive behaviours.
- b) Undertake administrative tasks as required, including work-planning, time-sheets, KPI tracking etc.
- c) Contribute to internal learning, peer review processes, resource development, including building the capacity of CBM UK and IAG peers.
- d) Contribute to and participate in CBM UK and CBM Global initiatives and events, representing CBM UK and the IAG.
- e) Contribute to a team culture that values proactive problem-solving, open and honest communication.

Person specification

Experience & Knowledge	
Knowledge and experience in two or more programmatic disciplines or specific sectoral areas: inclusive education, disaster risk reduction, climate change, gender, social protection, health, economic empowerment etc.	Essential
Experience of business development, including scoping and developing fee for service proposals to strategic stakeholders.	Essential
Experience of negotiating and delivering contracts to a high standard.	Essential
Knowledge of and/or experience in applying the principles of human rights-based approaches to development or humanitarian action.	Essential
Experience working with Organisations of Persons with Disabilities and/or established networks with the disability movement.	Essential
Demonstrated experience in different forms of capacity development and facilitation that will influence the policy and practice of individuals and organisations.	Essential
Having lived experience as a person with a disability.	Desirable
Experience in coaching and mentoring others.	Desirable
Experience in evidence-based programme design, including conducting situational assessments, identifying root causes of development challenges, applying innovative approaches to address them effectively.	Desirable
Skills, Competencies, & Personal Qualities	
Excellent communication skills, including the ability to adapt pitch, style and content of messages in ways that are appropriately tailored and accessible to a range of audiences, and to communicate in an inclusive manner including with a range of stakeholders in low- and middle-income country contexts.	Essential
Excellent interpersonal skills, including demonstrated ability to build partnerships and alliances and motivate individuals or teams towards achieving a common goal.	Essential
Ability to foster partnerships, facilitate dialogue, and ensure the inclusion of diverse perspectives in development processes, understanding and respecting cultural contexts, adapting approaches to local conditions, and building relationships based on trust and mutual respect.	Essential
Strong ability to analyse and synthesise information.	Essential
Ability to work independently and as part of team.	Essential
Innovative thinker and initiative-taker with a can-do attitude.	Essential
Availability to undertake international travel (in approximately 1–2-week blocks) up to three times per year	Essential
Enthusiasm for the mission of CBM UK and sensitivity to working within a Christian framework and to other faiths and cultures.	Essential
Excellent writing skills and the ability to contribute to research and monitoring, evaluation and learning activities	Desirable
Qualifications & Training	
High level qualifications and extensive applied background in international development, disability or social sciences, public health, social policy or other relevant qualification.	Essential

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service
- Bike to work scheme

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBM UK is an equal opportunities organisation, a disability-confident employer, part of the Age Friendly Employer Pledge and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments please [email us](#).

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 27th November, 9am. With potential interviews being held week commencing 9th December.

We look forward to receiving your application.

