



Project Coordinator

£29,269 - £31,364 per annum (full-time) plus 8% pension contribution. **£1,290 pa pay rise pending**

NJC Pay Scale 18 - 22

27 days annual leave (plus bank holidays)

Reports to MLMC Travel Buddy Coordinator

Overall Job Purpose

Working with the Travel Buddy Coordinator to ensure the delivery and growth of a high-quality programme of travel support for our people. Contributing across the charity, working in collaboration with other MLMC staff, specifically to deliver self-advocacy groups, facilitate Quality Checks (peer inspections of local authority supported homes), and to lead our engagement with Oxfordshire County Council (OCC) by supporting our Champions and Consultants with a learning disability.

1. coordinate trainers with learning disabilities who support their peers to travel independently through 1-to-1 peer mentoring and via Companion Journeys. Support peer-trainers to deliver travel training workshops to groups. (50%)
2. facilitate monthly self-advocacy groups (variable but currently in Didcot, Witney and Oxford), complete Quality Checks and lead engagement work with OCC (50%).

In line with the values and mission of My Life My Choice (MLMC) the role will involve working together with people with learning disabilities in order to deliver a high-quality service.

MLMC's projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Professional services** –paid people with learning disabilities are supported to conduct research, inspections, consultancy and training for peers and professionals
- **Gig buddy** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub, Games Club, and Walking club form part of this work
- **Computer buddy** – providing free devices for those without and training support for these and others
- **Monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



Job Description

Main Responsibilities and tasks

TRAVEL BUDDY (50% of role)

- To process initial referrals and applications relating to beneficiaries
- To work with the Travel Buddy Coordinator to plan and publicise the Travel Buddy scheme and franchise
- Accompany Travel Buddy trainers and trainees on initial and final training journeys to support, observe and assess risk and progress
- Support travel arrangements for members e.g. checking timetables and booking train tickets
- To assess the needs and progress of trainees. This may involve consulting with any relevant parent/carers and support workers. With the support of the Travel Buddy Coordinator plan a suitable programme of travel training for the individual
- To communicate effectively with beneficiaries, trainers, support workers and family carers to confirm attendance for supported travel, workshops, and meetings
- To liaise effectively with other MLMC staff to support travel to MLMC events e.g. the Stingray nightclub, walking club, meetings, Professional Services work etc.
- Preparing, organising and delivering travel related training sessions, focus groups and workshops
- To keep up-to-date, accurate factual records, using appropriate office systems and databases, ensuring confidentiality is maintained at all times
- To liaise with the MLMC Communications Coordinator to ensure the Travel Buddy scheme is appropriately publicised e.g. through social media and monthly newsletter
- To work within, and to help the participants work within, the Travel Buddy manual and guidelines
- To deputise for the Travel Buddy Coordinator in their absence.

CONTRIBUTING ACROSS THE CHARITY (50% of role)

- Coordinate and facilitate some (currently 3) of MLMC's monthly self-advocacy groups
- 14 quality checks pa
- Lead engagement work with Oxfordshire County Council

GENERIC

- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders. Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work
- Undertake such other duties and tasks commensurate to the character of work. Therefore, the above list of main tasks in this job description should not be regarded as exclusive or exhaustive



Person Specification

Experience and skills

Essential

- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- Able to support people to speak up for themselves and to learn skills
- Excellent administration and project coordination skills.
- Methodical and well organised, with the ability to prioritise.
- Willingness to learn, work to objectives and to be adaptable to change
- Self-motivated with a “can-do” attitude
- A patient person who enjoys working closely with people
- Able to organise own workload, to work well under pressure and to deadlines
- Ability to communicate and network with a wide variety of people at all levels using a variety of mediums
- Good facilitation, presentational, written, training and organisational skills
- Good understanding of IT including Microsoft (PowerPoint, Excel, Word)
- Willingness to travel throughout Oxfordshire

Desirable

- Ability to research, develop, design and write training courses/material.
- Knowledge and understanding of learning disabilities.
- Competent driver and car owner with full UK driving licence

Key responsibilities applicable to all staff

Training and development

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

Health & Safety

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Use of Resources

Ensure value for money and best use of resources in all activities related to the post.

Comply with My Life My Choice's values:

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

This is a summary of the main terms and conditions

Job Title **Project Coordinator**

Location

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

Salary

The full grade for this post is NJC Scale 18-22 and the salary is £29,269 - £31,364 per annum. Salaries are reviewed annually as at 1st April (**£1,290 pa rise pending for 2024/25**)

Hours of work

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

Benefits

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 8% of your earnings which is 5% more than the statutory requirement
- **Holidays** - Holiday entitlement for this post is 27 days per annum (plus bank holidays) pro rata; additional leave entitlement pro rata after 2, 5 and 10 years' service.
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is part of our culture
- **Health care plan** – Claim up to £1,650 towards such health costs as dental, optical, health screening, and therapies. Included is a counselling, information and advice service for employees.
- **Life Assurance** – Up to four times annual salary paid to dependents upon employee death in service
- **Additional** – Weekly office fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle (we have bike racks), and/or use public transport
- **Business mileage** paid to private car users at official HMRC rate of 45p per mile.

Information for Candidates

Interview and Selection

A panel including members from the MLMC Board of Trustees will carry out interviews.

References

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

Declaration

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

Right to work in the UK

It is an offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.