

Job Description

Job Title: Northern Ireland Support and Development Worker

Department: Northern Ireland Service Team

Reports to: Northern Ireland Service Manager

Salary: £27,776 pro rata for part time

Hours: 17.5 hours a week each (over 3 days, to be agreed)

Location: Home based – covering Belfast Trust

We are looking for a new team member who can cover the Belfast Trust area on a part time basis. You will be home based preferably living within the Belfast Trust) but will be required to travel across Northern Ireland to attend events, clinics and meet with Shine staff and members.

Purpose of Job

To deliver a high-quality service to and facilitate opportunities for individuals living with spina bifida and/or hydrocephalus and their families/carers through Shine membership. To empower and enable members affected by the conditions to lead healthy and happy lives through greater independence, better condition management and by creating links to the Shine community across Northern Ireland.

Core role

- To provide information to individuals, families, carers affected by Spina Bifida and/or Hydrocephalus.
- To provide advice, support and guidance to enable people living with Spina Bifida and/or Hydrocephalus to access the correct benefits to become financially stable, the right services to improve their health and well-being, and to better co-ordinate their support and independence through a variety of methods.
- To refer individual members and/or their families/carers to the most appropriate source of expertise and support in Shine's Health team and other designated leads within the organisation, or signpost to external agencies as appropriate.
- To develop age-specific groups and peer support networks which will provide opportunities for people with Spina Bifida and/or Hydrocephalus to connect and interact, enabling social opportunities and to share experiences, support and learn from each other.

- To monitor and fulfil any specific activities to meet the funding requirements for the area
- To represent Shine at the adult Spina Bifida Clinic in Belfast as required
- To work with and develop opportunities for Shine volunteers.
- To contribute to the delivery of regional and national programme of events to Shine's membership, based on identified need and interests, geographical location and age. These will be face to face and virtual events.
- To provide information to professionals working with those individuals and families affected by Spina Bifida and/or Hydrocephalus.
- To raise greater awareness of Spina Bifida and/or Hydrocephalus amongst professionals, external organisations and the general public through presentations, training and attendance at professional events.
- To actively promote membership of Shine to people with the relevant conditions.
- To keep clear and accurate records for monitoring and evaluation using our Salesforce database system.
- To work with other service, fundraising, marketing, trust and foundations colleagues and Shine's membership to identify and seize potential fundraising opportunities for long-term sustainability of the work.
- To prepare and keep up to date a directory of relevant contacts across the area and to share relevant information with colleagues.
- To undertake administrative duties as required of the role.
- Any other duties in line with the job role.

Essential criteria

- Ability to travel across the designated area
- Able to work flexibly. This role may include some evenings and weekends
- Ability to work from home
- The ability to be motivated and work on your own initiative with lone working from home, whilst also travelling across the area and region to be part of the wider dispersed team.
- Access Ni and referencing will be completed
- Full UK driving licence and access to car

Experience - essential

- At least two years' recent experience of delivering support and advice services

- Experience of working with people of all ages with disabilities
- At least two years' experience of advising on one or more of the following: health and wellbeing; independence; benefits; education and learning; employment; developing friendships and social skills; reducing isolation; social care; housing
- Experience of organising activities and events both online and in person.
- Experience of developing and delivering opportunities to enable and empower people with disabilities to achieve their goals towards independence.

Knowledge, skills and abilities - essential

- Understanding of spina bifida and hydrocephalus and the issues and challenges faced by people living with these conditions
- Ability to work with people individually and to facilitate and run group activities and events
- Excellent communication skills both verbally and written
- IT literate with a good knowledge of computer systems and programmes (e.g. Word, Excel, PowerPoint) and use of databases
- A non-judgemental approach to working with people

Experience and Qualifications – desirable

- Hold a qualification in a health, nursing, social care or disability related field
- Experience of working in the third sector in a paid or unpaid capacity

Knowledge, skills and abilities – desirable

- Understanding the role peer support plays in enhancing services and support to members
- An awareness and understanding of how to use social media and its effectiveness in reducing social isolation

In return, Shine will offer you:

- A competitive salary of £27,776 (Pro rata for part time)
- 3% pension contribution
- 25 days holiday plus bank holidays + additional discretionary leave between Christmas and New Year (pro-rata for part-time hours)
- Support to learn and develop
- Opportunity to purchase additional annual leave
- Additional annual leave due to length of service

Shine is a Disability Confident employer and will offer guaranteed interviews if a disabled applicant meets the minimum criteria for the job.

To apply please submit your **CV and supporting statement**, which should outline your interest and explain how you meet the role criteria to recruitment@shinecharity.org.uk

Please note applications without a supporting statement will not be accepted

Closing date: 15th April 2024

Interviews: To be arranged.

Please note: we reserve the right to interview suitable candidates before the closing date, therefore we encourage applications as soon as possible.