

West Yorkshire and Harrogate
Health and Care Partnership



Job description and information for the job of
**Learning Disability Health and Care Champions
Development Worker**

Responsible to: BTM Manager

This is a 3 day a week post the salary is £12,300 (£20,500 full time annual salary)

This is a 9 month contract (October 2019 to June 2020) with the possibility of further time if the project is successful (with a 3 month probationary period) Please note there will be extensive travel across the West Yorkshire area for this job it would be beneficial for candidates to hold a current clean driving license and have a car

This information is provided to help you understand what the person who is going to do this job will need to be able to do.

- What skills and work experience you will need
- What things you will be expected to do and what responsibilities you will have

We have made every effort, by discussing this job with lots of people, including people with learning disabilities, to make sure we have included all the things you might be expected to do.

PRIME OBJECTIVES OF THE POST: the main things you will be expected to be able to do

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To support the work of BTM on behalf of the West Yorkshire and Harrogate Health and Care Partnership (WYHHCP) to:

- Manage the work of this project, for example, arrange meetings, hold phone conferences and make clear, through using diagrams or excel spreadsheets, how you are progressing with the delivery of the work at each stage











- You will then need to report to the WYHHCP on how the work you have been asked to do is developing, people you have talked to, what people with learning disabilities have said, what partners (other organisations) have said
- recruit, train, support and enable health and care champions with learning disabilities from all equality groups across West Yorkshire and Harrogate
- to make sure that you get in touch with, talk to and support people with learning disabilities to have a say in the way [West Yorkshire and Harrogate Health and Care Partnership](#) work
- involve people with learning disabilities in future conversations about improvement and change to health and care services

You will need to:



- Put together a plan of things you will do to make sure the project works well
- Develop training materials and deliver workshops for people with learning disabilities who might be interested in the health champion's roles
- Deliver training including teaching sessions and regular discussions for people involved in the project and group work
- Prepare for and run induction sessions (first meetings with people with learning disabilities who wish to be health champions)
- Setting up of other focus groups (looking at a special topic or subject) and work groups to help with new issues that might be raised
- Make sure the work you are doing is what both people with learning disabilities and the partnership want the project to do

  	<ul style="list-style-type: none"> • Advertising for and recruitment of people with learning disability champions to represent their peers (other people with learning disabilities) at meetings and consultation groups • Ensure each Health Champion member has a work file and has a 6 monthly support review • Keep clear and detailed records for your work and filing with BTM Senior Administrator • Keep clear financial records and petty cash accounts • To be part of the wider team of BTM workers and volunteers and attend team meetings • Provide regular reports to the BTM management committee and the BTM Manager
	<p style="text-align: center;">SUPERVISION AND GUIDANCE</p>
 	<ul style="list-style-type: none"> • The successful person will report to the Manager of BTM • Regular reviews of work progress and support meetings will be held • Reviews and discussion of the work will be done by the BTM Manager
	<p style="text-align: center;">TRAINING</p>
	<ul style="list-style-type: none"> • Training will be given, where necessary, in the use of various types of recording equipment for both audio studio and filming work • Other training courses will of course be considered should they be relevant to the post • BTM encourages all it's staff to regularly update their skills and knowledge.

  	<p>RANGE OF DUTIES (things you will be expected to do)</p> <ul style="list-style-type: none"> • The planning and development of the work that will look at and comment on issues that concern people with a learning disability • The setting up of and development of the information and work group sessions <p>This will support the development of a small team of people with learning disabilities, from across the district, that can talk about the views of other people with learning disabilities at meetings and consultations</p> <ul style="list-style-type: none"> • Set up a steering group as well as possible groups of people with learning and other disabilities to discuss a particular subject like maternity or annual health checks • Undertaking recruitment, training and support of people on the training and information workshops • Working with other partners to make sure the project uses the things it has learned. • To speak with and work with similar organisations across the wider West Yorkshire district • Keep clear administrative and financial records and other tasks as required • To work on the Health and Care Champions Project including research into helpful ways of working and documents that might be useful • To do community consultation • BTM is a very busy team of people and co-operation and participation in, or involvement with other aspects of work will be expected.