

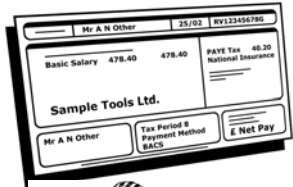
Job Description



Job Title: Living our Lives in Safety Project
Co-ordinator with Learning Disabilities

Hours of work: 3 days per week (22.5 hours per week)

How Long: until the end of March 2011 with another year planned
(if we get the funding).



Starting Salary: £13,603 per year



Annual Leave: 15 days per year plus statutory days (some bank holidays).



Working with: Project Team – Living our Lives in Safety Project



Working for: The CHANGE Training & Volunteer Manager



What the job is:

The Job is to lead, **alongside a co-worker who does not have learning disabilities**, the *Living our Lives in Safety* project. This project will make sure that people with learning disabilities who are victims of hate crime are able to report these crimes and get the support they need to get on with their lives in safety.



What you will do – along with your co-worker:

- Co-ordinate the project
- Organise and set up a Steering Group for the project.
- Together with your co-worker you will design a training course for people with learning disabilities at CHANGE. This training will be about hate crime.





- You will work with volunteers at CHANGE to develop the training course and support them to become confident trainers themselves.



- You will aim to provide training and support to Third Party Reporting Centres in Leeds. A Third Party Reporting Centre is a place that someone can go to report a hate crime.



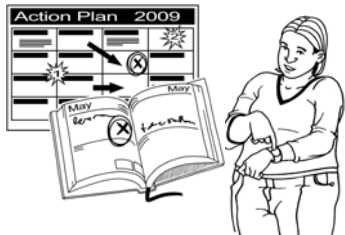
- You and your co-worker will work with the Illustrator to produce an accessible training pack and to make accessible handouts that can be used in the training.



- You will be in contact with the Equality & Human Rights Commission and other relevant government departments.



- Publicise the work of the project and of CHANGE.
- Attend and give presentations at conferences and meetings.



- Make sure that you meet project deadlines.



- Go to training to learn about the rights of people with learning disabilities.
- Go to training on anything else that CHANGE thinks you need to help you do your job.



- Meet with the Training Manager and your co-worker to discuss your work every 4 weeks.



- Go to CHANGE team meetings once a month.
- To carry out other duties that help CHANGE do all its work.



- **Make sure that in all the work you do you respect and include the rights of all disabled people**, including Blind people, Deaf people,
- Black people and people from minority ethnic communities,
- women, lesbians, gay men, parents, older people, people with mental health problems and people who are HIV positive.



We are looking for a person who can do or wants to learn to do the following things:-



- Experience of developing projects and networking.
- Experience of delivering training.



Will stick up for the rights of adults with learning disabilities, including adults with learning disabilities who are deaf, blind or do not see very well.



Knows something about, or has experience of disability hate crime.



Knows about and believes in equal opportunities for all, especially people with learning disabilities.



Knows about the needs and rights of adults with learning disabilities.



Understands how to make information accessible to people with learning disabilities and change hard words to easy words.



Is good at talking and explaining things to people in simple English.



Can use British Sign Language or is willing to learn.



Is able to speak up at meetings.



Can use telephones and computers.



Is able to travel with support around the country.



Can work as part of our team.



Who can be trusted and who will get to work on time.