

# Ability Borders

## Job description

**Job Title:** Development Officer

**Reports to:** Board of Trustees, Ability Borders

**Salary:** £23,000 pro rata

**Hours:** 25 hours per week

**Location:** Scottish Borders, Various

**Contract:** Fixed term for one year in first instance, secondments will be considered

### Background

Ability Borders has been established to meet a key priority of the local strategic plan for people with a physical disability (Living well with a Disability: NHS Borders, Scottish Borders Council and Borders Voluntary Care Voice, March 2013). Our aim is to provide access to information. An interim Board is in place to develop a new information and networking service for people with disabilities and long term conditions. We are now looking to recruit an experienced and creative Development Officer to develop and lead this new service. The aim of the service is to improve the lives of people living with a disability or long term condition.

### Job purpose and overview

The successful candidate will be responsible for finding creative ways to support people with a disability and people with a long term condition to live an independent life. Following extensive consultation with people from across the Scottish Borders the following priority areas have been identified:

1. Information and advice
2. Advocacy
3. Signposting to other services or groups
4. Influencing policy and services
5. Consulting and engaging

Specific responsibilities include:

- Set up a new service with support from the Project Board.
- Identify and agree opportunities and venues to provide information and advice.
- Raise awareness of the service, including developing publicity materials, information sheets and an online profile.
- Provide information to people with disabilities and long term conditions to support their independence.

- Support opportunities to enable people to network and find their own support solutions.
- Work within communities to facilitate opportunities for people to be active participants.
- Link with Access Panels and the other disabled person's organisations in the Scottish Borders.
- Work in partnership with existing networks in the public sector, third sector, national networks and the private sector to improve the support and services available to people living with a disability or a long term condition.
- Monitor and report on progress, identify gaps and areas for improvement and take responsibility for the operational delivery of the service.
- Work with the Project Board to develop an overall governance structure that includes strong representation from people with a disability.
- Identify opportunities for developing the service including attracting additional funding.
- Encourage participation in local and national consultations.

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## Person specification

**Educated to Higher level or equivalent, or have substantial relevant experience**

### Experience and Skills

#### Essential

- An in-depth understanding of the potential impact of a disability or long term condition.
- Professional or personal experience of supporting people with disabilities and long term conditions.
- Excellent communication skills, including a good understanding of assistive technologies.
- Experience of preparing budgets, work plans and evaluation frameworks.
- Partnership working, stakeholder engagement and public speaking.
- Ability to network and bring people together.
- Computer literate, with excellent working knowledge of Microsoft packages and the ability to use new technologies and social media.
- A comprehensive understanding of policy and best practice relating to equalities, disability, long term conditions, human rights, and independent living.
- Self-motivated and able to work independently.
- Demonstrates person-centred values.

#### Desirable

Experience of building local connections for people.

#### Other requirements

The successful candidate will be required to travel extensively across the Scottish Borders and will need access to a car or other means of transportation.

The successful candidate will also need to be registered with the Protecting Vulnerable Group (PVG) scheme.