

D&G LGBT Plus Job Description

Self-Management Specialist



Self Management Specialist: 14 hours per week - pro rata £25,250

Line Manager: Service Manager

Responsible to: The Board of Trustees

Location: D&G Region Wide (office base Dumfries)

Contract: Initial 3-month contract with funding confirmed till March 2019

Start date: e/o May 2018

Working Pattern: to include some early evening and weekend working

Closing date: 5pm Wednesday- 25th of April 2018

Interview: Thursday 3rd May 2018

Application Process: Please submit to johnathon@lgbtplus.org.uk:

- A CV of no more than two sides of A4 (including reference details for two referees, one of which should be your current/most recent employer)
- A covering letter of no more than two sides of A4, detailing why you see yourself well suited to take on this role

Interview Process: If your application is processed to the interview stage you will be asked to give a 10 minute power point presentation on: **“How to support the LGBT Plus community through self-Management**

Vetting: PVG scheme registration in relation to regulated work with vulnerable adults will be required.

The Self-Management Specialist will work as part of a team delivering a D&G LGBT Plus region-wide capacity building project, working with LGBT plus people and those with long term medical conditions, their carers, families and the agencies that exist to support them. The self-management specialist will specifically:

- Provide face to face, online, and telephone advocacy and support
- Support the delivery of short courses for LGBT people
- Support the delivery of regional drop in, health and social events
- Support the delivery of LGBT awareness training.

The Key Tasks of the role include:

- Supporting LGBT Plus people with long term conditions (LTCs) and mental health issues, their carers and families in aspects of advocacy and support face to face, online, and on the telephone
- Updating records and recording member’s information in a safe and secure way
- Support D&G LGBT Plus in the wider organisation reasonable activities when required

All LGBT Plus staff to:

- Promote and adhere to D&G LGBT Plus’s Equality & Diversity, Data Protection, Information Governance and Confidentiality Policies and Code of Conduct

- Promote and maintain health and safety regulations, practices and conditions as per policies
- Take responsibility for the security of buildings and their contents
- Attend meetings, conferences and undertake training, supervision and appraisals as appropriate
- Support D&G LGBT Plus in the organisations other activities as required.
- Participate in events e.g. TDOR, World AIDS Day, Pride, LGBT History Month, fundraising and campaigning activities as appropriate
- Adhere to our rights & responsibilities
- Adhere to our general standards of performance and behaviour (LGBT Plus Policy)
- Adhere to the D&G LGBT Plus constitution (see D&G LGBT Plus website)

Person Specification: Self-Management Specialist

Essential	Desirable
Experience / Qualifications	
<ul style="list-style-type: none"> • Experience or qualification in support, counselling, mental health or equivalent • Experience of working with people with physical and mental ill health • Experience of working with vulnerable adults • Experience of facilitating groups • Experiencing of working within a self-management approach • Experience of developing strong partnerships and joint working arrangements with other organisations and stakeholders • Experience of monitoring and evaluation • Experience in delivering training and presentations 	<ul style="list-style-type: none"> • Experience of project management including planning, developing, implementing and evaluating projects to set deadlines and within fixed budgets • Experience of writing reports to demonstrate impact. • Experience of organising events • Experience of community consultation
Knowledge / Understanding	
<ul style="list-style-type: none"> • Understanding of, and commitment to, equal opportunities, human rights in delivering services and in the workplace 	<ul style="list-style-type: none"> • Knowledge of relevant key research and strategic documents relating to long term medical conditions (LTCs) • Knowledge of a community engagement approach

- Understanding of the impact of LTC related stigma and discrimination on the uptake of services and the importance of confidentiality
- Knowledge of LTC issues within LGBT Plus populations, and other vulnerable populations
- Good understanding of the diverse needs of LGBT communities
- Understanding of range of mental health interventions and self-management techniques
- Understanding of need for confidentiality & Adult Protection duties

Skills / Abilities

- Ability to consult and work with community members or volunteers
- Excellent communication and interpersonal skills, including group facilitation
- Ability to be non-judgemental, empathetic and to work sensitively with a wide variety of people at all levels
- Computer literacy in social media, Microsoft Word, Excel, Outlook, Powerpoint and database entry skills
- Ability to work independently and as part of a multi-disciplinary team
- Ability to work flexible hours, including some evenings and weekends
- Flexible attitude to the demands of the post and the needs of the organisation
- Ability to gather statistical information and produce good written work including evaluations records and accurate reports.
- Ability to manage and prioritise the demands of developing the service
- Good team working skills
- Proactive, motivated and enthusiastic
- Driving licence*

*The Self Management Specialist is required to have a driving license and car to travel across Dumfries and Galloway. Mileage reimbursement cover is provided.