Local Area Coordinator

Job Profile

**Post** Local Area Coordinator

**Accountable to:** Service Lead

**Location:** East Renfrewshire

**Salary:** £22014 pro rata

**Hours:** 28 hours per week

**Job Specification**

Local Area Coordination is a preventative, asset-based approach to supporting people to connect to their communities and build meaningful lives. The aim of the service is to provide accurate information; build communities that are more inclusive by supporting local people, families, groups and organisations; build individual and collective capacity and enhance lives and communities as a result. The work of the LAC team is underpinned by the core values, principles and practice of inclusion. At the heart of this is the right of disabled people and their families to participate in all aspects of community, private, public and social life.

Local Area Coordinators:-

* Help connect people to social networks, community networks and facilities across all spheres of life.
* Support organisations, individuals and families to challenge and address inequality and social exclusion.
* Work with disabled people and their families, public service partners, and community groups and organisations.
* Work flexibly across organisational and professional boundaries.

**Primary Responsibilities**

1. To get to know, build and maintain effective working relationships with individuals and families, public service partners and community organisations.
2. To assist individuals and families to clarify their goals, strengths and needs and where appropriate develop a plan and pursue their life goals.
3. To assist individuals and families to develop and utilise personal and local community networks to develop practical solutions to meet their goals, needs and aspirations.
4. To assist individuals and families to access the support and resources they need to pursue their identified goals and needs, where appropriate. This may include access to funding or services.
5. To promote self-advocacy and provide advocacy support or access to independent advocacy as required.
6. To support and promote opportunities for involvement and participation in a variety of ways including within community groups and in influencing policy and decision-making at a variety of levels.
7. To develop partnerships with individuals, families, local organisations, public and statutory services and the broader community to promote increased opportunities for contribution and build a more inclusive community.
8. To develop and maintain a clear understanding of local community strengths, resources, connections and opportunities and be able to identify the gaps therein.
9. To develop a sound understanding of the key issues for disabled people in the local area in order to support planning and policy development.
10. To represent the Local Area Coordination Team at various meetings, training events and social occasions as the need arises and promote the involvement of people who have learning disabilities.
11. To ensure all actions meet regulatory and compliance standards, including Health and Safety and Child Protection.
12. Any other duties as may be reasonably requested.

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| **Person Specification** |  |  |

POST: **Local Area Coordinator, East Renfrewshire**

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| **ESSENTIAL** | **DESIRABLE** |
| *APTITUDES/ABILITIES/SKILLS* | *APTITUDES/ABILITIES/SKILLS* |
| * Ability to communicate with people from a variety of backgrounds and in diverse settings
* Ability to create and maintain equal and valued relationships with others
* Ability to adapt and respond to the diversity of the role
* Ability to work reflectively
* Ability to plan, monitor and evaluate own work
* Good organisational skills
* Ability to work as a member of a team and independently, using own initiative
* Partnership working skills
* Ability to negotiate effectively
* Ability to recognise when to step back
* IT literate, specifically Word, Excel and online resources
 | * Good local knowledge of the area
* Good, established working networks
* Ability to plan, manage, monitor and evaluate small projects
* Ability to make information accessible to a variety of audiences
* Ability to interpret and disseminate complex information from a variety of sources
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| *EDUCATION/KNOWLEDGE* | *EDUCATION/KNOWLEDGE* |
| * Knowledge of Local Area Coordination, the Scottish Framework, and how it is delivered
* Qualification in a relevant community work, care, health, social work or youth work field
* Working knowledge of current trends in disability and health and social care
 | * Good local knowledge of the area and local resources
* Good, established working networks
* Sound understanding of the principles of Self-Directed Support and its impact
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| *PREVIOUS EXPERIENCE* | *PREVIOUS EXPERIENCE* |
| * Minimum two years’ experience of person centred working alongside disabled people and families with children with Additional Support Needs
* Experience of Person Centred Planning processes, and their impact
* Experience of multi-agency or multi-disciplinary partnership working
 | * Community development
* Knowledge and experience of voluntary and community sector
* Working with minority ethnic communities
* Advocacy
* Trained, experienced Person Centred Planning facilitator
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| *VALUES/ATTITUDES* |  |
| * An active and demonstrable commitment to the values and principles of Local Area Coordination in Scotland
* Respectful of all people as valued individuals
* Commitment to continuing professional development and reflective practice
* Resourceful, imaginative and creative
* Self-motivated
* Persistent and resilient
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| *OTHER* |  |
| * This role requires flexibility in hours and travel to all areas throughout East Renfrewshire
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