

Adviser

Job Information Pack



This is the job information pack for the role of **Adviser** at Opening Doors.



To apply please download the pack and application form from our website.



**01603
631433**

To discuss the role you can call our office and ask for Michelle de Oude or Jo Brown.



We will need **2 satisfactory references** which we will take up after interview.
We will also get a DBS check done.

	<p>Optional drop in session to see what we do on 24 or 25 August - call to book and find out more.</p>
	<p>You must get your application form in by 9.00am on Tuesday 30 August</p>
	<p>Invitations to interview will be sent out by Wednesday 31 August</p>
	<p>Interviews will be on Thursday 8 September. The panel will be people with learning disabilities. *if you know you cannot make that day please tell us when you send in your form*</p>

About Opening Doors



Opening Doors is a user-led self advocacy charity. This organisation is run **by** and **for** people with learning disabilities, with support from staff.



To learn more about what we do and how we run, you can look at our website and social media accounts.



We call members of Opening Doors who have a learning disability **self advocates**.

We call our staff **Advisers** because their role is to advise and support us to think things through. We trust staff not to take over.



Trustees, self advocates, staff and volunteers work closely together to support each other to run the organisation. We work as a team.



We work hard to be good employers.

We care about our staff and look after them well.

About the Adviser role



The Adviser role is a three-year post to enable people with learning disabilities to be themselves and lead confident lives.



In this role you will:

Support and advise people with learning disabilities so that they can access the services they need to lead health, happy and safe lives.



Manage volunteers so that they can support people with learning disabilities to get the help and services they need.



Support self advocates to challenge prejudice and the barriers people face.
Work with people to find solutions to issues.



Keep confidential and respectful records of all the work you do including monitoring reports.



What a week might look like

Advising and supporting people to get help and services



Going to advocacy groups to help people sort out their problems



Help making information easier to understand



Managing and supporting volunteers






Do your admin work - make sure your records are up-to-date, go to a team meeting and phone people to arrange appointments



Person specification - Essential skills

	<p>Good reading and writing skills.</p> <p>You are able to use a computer and phone and do your own admin.</p>
	<p>Patient and supportive.</p> <p>You can work well with people with learning disabilities without taking over.</p>
	<p>Non-judgemental and good at getting on with lots of different people.</p> <p>You are friendly, positive and confident.</p>
	<p>Able to work well in a team but also good at arranging your own time and working alone when needed.</p>
	<p>Have good communication skills, especially good listening skills.</p> <p>You are skilled in checking peoples' understanding.</p>
	<p>Able to develop good working relationships with other professionals and workers from other organisations.</p>
	<p>Experience of recruiting and managing volunteers.</p>
	<p>Be able to respect and maintain confidentiality and understand when you must share information and report things on.</p>

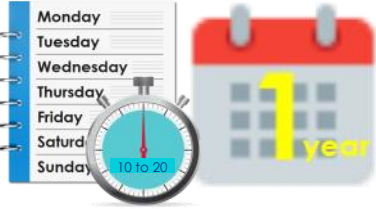
Essential skills continued

	<p>Have a driving licence and use of a vehicle for work.</p>
	<p>Able to keep clear and factual records of your work and use computer systems for this.</p>
	<p>Experience of working with people with learning disabilities.</p>

Person specification - Desirable skills

	<p>Experience of working with people who use health and/or social care systems for support.</p>
	<p>Enjoy working with people in groups and 1:1 - looking at what they can do and building on their skills and talents.</p>
	<p>Ability to make information more accessible for people with learning disabilities or willing to be trained in ways to do this .</p>

Terms and conditions

 <p>Monday Tuesday Wednesday Thursday Friday Saturday Sunday</p> <p>10 to 20</p> <p>1 year</p>	<p>The contract for this job is a 3-year contract with a chance to extend it after that.</p>
 <p>9:00</p> <p>5:00</p> <p>Monday ✓ Tuesday ✓ Wednesday ✓ Thursday ✓ Friday ✓ Saturday ✓ Sunday ✓</p>	<p>The hours for this role are minimum 30 and maximum 37 hours per week.</p> <p>These will usually be worked on weekdays at times between 9am and 5pm.</p>
 <p>ABC BANK 33-25-55</p> <p>Staff pay</p>	<p>The salary for this job is £27,821.04 pro rata.</p> <p>This is paid monthly.</p>
 <p>Happy Retirement</p> <p>Pension</p>	<p>After a 6-month probationary period we will pay 5% of salary into a pension.</p>
	<p>The base for this job is our office at 38a Bull Close, Norwich, NR3 1SX.</p>
	<p>The holiday allowance is 25 days pro rata (excluding bank holidays)</p>
 <p>FUEL</p> <p>Receipt</p>	<p>Expenses and mileage are reimbursed monthly.</p>
 <p>Training</p>	<p>You will have regular supervision and any training you need to do for this job will be paid for by Opening Doors.</p>