JOB DESCRIPTION

JOB TITLE: **Engagement Co-ordinator**
SECTION: **Community Services (Adults)**
REPORTS TO: **Community Services Manager (Adults & Children)**
LOCATION: **Barnet Mencap, 35 Hendon Lane, Finchley, N3 1RT, and other locations in North London**
HOURS: **11 hours per week**

CONTEXT AND PURPOSE OF JOB

The role of Engagement Coordinator is to raise awareness of Learning Disability and/or Autism within the London Borough of Barnet and the wider community. The Engagement Coordinator will work closely with people with learning disabilities and autism, as well as other local organisations to ensure people have their voices heard.

MAIN DUTIES AND RESPONSIBILITIES

Service User Involvement

- To facilitate the Have Your Say group, a group of adults with learning disabilities and/or autism who meet once a month to give feedback on projects and plans that may affect them in the future.
- To invite clients to Have Your Say meetings, send reminders, and agendas in a format the clients can understand.
- To research suitable projects, surveys, campaigns etc for the group to give feedback on, and support them to do so.
- To invite guests from external organisations and LBB to the meetings who are working on projects that require feedback and/or alternatively to find suitable Barnet Mencap clients to take part in targeted surveys and projects for external organisations.
- To follow up on projects the group have given feedback on
- To support our clients to attend other Involvement Board meetings with partners e.g. Healthwatch or at the Houses of Parliament.

Training

- To deliver training sessions around learning disability and autism awareness for local external organisations both online and in person.
    - To have the confidence, skills and initiative to deal with any issues that may arise in training sessions.
    - To recruit and train clients to take part in and help deliver the training sessions.

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Health

- To work alongside health professionals to deliver workshops on health issues our client group face, e.g. cancer screenings, dental hygiene.

Office Skills

- Co-ordinate the day-to-day running of the project
- Maintain effective IT systems
- Undertake monitoring outcomes as required by funders and others
- Ensure that records are kept up to date

Health and Safety

- Undertake/ensure that risk assessments are carried out, recorded and regularly updated
- Ensure that a high standard of Health and Safety is maintained and that policies and procedures are followed

Promotion of Service

- Develop links within the community and with other organisations
- It is expected that the post holder will perform in such a way that furthers the values of the organisation with reference to equal access and opportunity and quality of service provided

Equal Opportunities

- Actively promote equal opportunities and anti-discriminatory practice at all times.

Flexibility

- Available to work 11 hours per week including evening work as and when required.
- To fulfil the Engagement Coordinator role, it may require being flexible to meet the schedules of other organisations.

Additional

- To undertake any other duties which may be necessary as part of the role

General

The duties and responsibilities of the post may change over a period of time. Only significant additional duties or responsibilities as required by the Chief Executive will render the post for re-evaluation.