



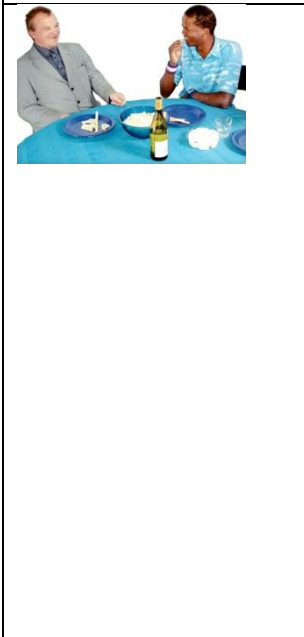


## INCLUSION & PROJECTS DIRECTOR Jobs List

	<p><b>Job:</b> Inclusion &amp; Projects Director</p>
	<p><b>Co Worker:</b> Deputy Chief Executive</p>
	<p><b>Reporting to:</b> Chief Executive</p>
	<p><b>Responsible to:</b> Board of Trustees</p>
	<p><b>Job Summary</b></p> <ol style="list-style-type: none"> <li>1. To help Grace Eyre to become a user led organisation</li> <li>2. To be responsible for Our Voices project and help trustees, ambassadors and other directors to include people with learning disabilities and/or autism in employment and decision making within Grace Eyre and</li> <li>3. To help achieve our Charter</li> </ol>

## What is the job role for?



To support people with learning disabilities and/or autism to:

- Get jobs within Grace Eyre
- Speak up and for their views to be listened to
- Become trustees of the charity
- Become senior managers of the charity
- Become leaders

## What you will need to do in your job



Work with the Deputy Chief Executive.

Be a member of the Executive Team and the Senior Management Team.



Lead Our Voices project and to help develop new ideas.



Talk and listen to people who use Grace Eyre services.



Plan the work of Our Voices for the 5-year strategic plan – Our Plan 2020-2025.



Organise, support and attend specific events and meetings.



Talk to managers, staff and people who use Grace Eyre services and different organisations to tell them about user leadership.

Do presentations to different people about what Grace Eyre is doing.



Make posters, leaflets, and use social media (Facebook) and the Grace Eyre website to tell people about the projects, campaigns and activities we are doing.



Find out what people think of their service and Grace Eyre and to find out if people have choice and control.



Meet with the Ambassadors and Our Voices staff on a regular basis to talk about how things are going and make sure they have enough support in their jobs.



Attend any training you need for the job.



There might be other things you need to do in this job.

The salary for this post is: £55,000 (Pro Rata)  
- *Actual pay you will receive for 15 hours is **£22,000***

The number of hours you will need to work: 15 hours per week

Number of day's annual leave you will have: 14 days per year

July 2021

## Person Specification – What you need to be good at



### Post: Inclusion & Projects Director



**If you would like an interview, you will need to fill in an application form. On your application, you will need to tell Grace Eyre what you have done in the past which proves that you will be good at doing this job.**



### These are the things you need to be good at.

**In your application please give examples of these:**



My experience and understanding of the needs of people with learning disabilities and/or autism.



How I make sure, I can get to places and do things on time.



Jobs or leadership posts I have done in the past.



How I communicate with other people and use social media.



How you use computers, make presentations and speak at meetings.



How I support other people to make choices and have control over the lives.



How I make sure that I treat people fairly.