

Our Voices Coordinator



Our Voices

The Grace Eyre Foundation wants to be led by people with a Learning Disability, autistic people, or both. This is so we know that we are offering and running services that people want and need in coordination with people we support.

Our Voices is a department who support people with a Learning Disability, autistic people, or both to have their voices heard and be included in the design, monitoring and delivery of Grace Eyre services.

Cleo is the Manager of Our Voices and supports the Our Voices Coordinator in carrying out their role. The Inclusion and Projects Director supports Cleo in her role.



Our Voices Coordinator

The main part of being an Our Voices Coordinator is to support Grace Eyre to become led by people with a Learning Disability, autistic people or both

What You Will Do

Internal to Grace Eyre



1. Support the Our Voices Manager and Inclusion and Projects Director to make sure people with a Learning Disability, autistic people or both are involved in;
 - The Governance of services (this means being in charge)
 - Planning services
 - Day to day running of services
 - Monitoring of services

	<p>2. Support and develop ambassador meetings in Grace Eyre’s West Sussex services to promote co-production*</p> <p>*Co-Production means working together with people with a Learning Disability, autistic people or both.</p>
	<p>3. Offer training to people with a Learning Disability, autistic people or both so they can be involved in;</p> <ul style="list-style-type: none"> - Recruiting staff - Training Staff - Participating in Meetings - Giving Presentations and speaking to groups - Campaigning and advocacy - Checking services meet the standards of Our Charter* <p>*Our Charter is a list of what people with Learning Disabilities and autism said they wanted support with. You can find this here: https://www.grace-eyre.org/who-we-are-how-we-work/vision-mission-and-charter/</p>
	<p>4. Support new and exciting opportunities for people with a Learning Disability, autistic people or both to be involved in the running of Grace Eyre’s services</p>
	<p>5. Work across Grace Eyre to support departments to increase employment of people with a Learning Disability, autistic people or both.</p>

	<p>6. Help develop and support Grace Eyre's complaints and compliments procedures</p>
	<p>7. Attend meetings across Grace Eyre</p>
	<p>8. Follow Grace Eyre's policies and procedures</p>
	<p>10. Work as part of a team and support your colleagues</p>
	<p>11. Provide regular supervision and carry out yearly feedback (we call these appraisals), where required.</p>
<p>External to Grace Eyre</p>	
	<p>12. Meet with other organisations and individuals. This includes supporting Ambassadors to attend external meetings.</p>

	<p>13. Support Our Campaigns. This means supporting people to be involved in organising external campaigns to achieve a societal goal.</p>
	<p>14. Support Projects. This means supporting people to be involved in organising internal projects to achieve an organisational, or project goal.</p>
<p>General</p>	
 <p>Accessible Information Standard</p>	<p>1. Support making information accessible. This can mean creating Easy Read Information, supporting access to Braille, Large Print, Makaton, British Sign Language, Visual Communication, and anything else needed.</p>
	<p>15. Challenge prejudice, discrimination and oppression and support Equity*, Diversity* and Inclusion*</p> <p>*Equity means recognising everyone has differences and therefore, different people will need different resources to reach equality</p> <p>*Diversity means including people from a different range of social and ethnic backgrounds and of different genders, sexual orientations etc.</p> <p>*Inclusion means providing access to opportunities to people who may be excluded, such as people with a disability, or other minority groups</p>

	<p>11. Understand local and national changes taking place across the field of Learning Disabilities, Autism and Adult Social Care.</p>
<p>Additional Information</p>	
	<p>12. You will work 15 hours a week. This can be split across 2 or 3 days.</p>
 <p>Office</p>  <p>Community Life</p>	<p>13. You will spend one day per week at the Head Office and the rest of your time in the West Sussex community and our West Sussex Services.</p>
	<p>14. You will be required to travel across Sussex for this role to different locations.</p>