



People First Dorset Forum Project Manager

Employer:	People First Dorset
Posted:	16 th May 2018
Job Starts:	as soon as possible after interview
Contract:	Permanent 3 year contract, subject to performance. Opportunity for extension subject to funding.
Hours:	Part time (flexible 8hrs per week)
Salary:	£27,105 pro rata
Location:	Dorchester, Dorset (county-wide travel required)

For more information or an informal chat, please contact us on 01305 257600, leaving your name and number, and we will call you back.

How to Apply: CV and covering letter, both of which to be no more than 2 sides long. Your covering letter should give us clear evidence of how you meet the requirements in the person specification and job description. If you are applying for this and another role, we are happy to receive one covering letter. What we want to see is for you to demonstrate your ability to carry out the role!

Deadline: Applications must be received by 5pm on 31st May 2018:-

- By email: Laura@peoplefirstdorset.org.uk
- By post: Laura Kerr, People First Dorset, 2, Herringston Barn, Dorchester, Dorset, DT2 9PU.

Interviews: will take place on the afternoon of 4th June 2018, at our offices in Dorchester.

People First Dorset: We are a small, dynamic and creative user-led charity, running a variety of different projects, including Speaking Up groups, the Quality Checkers and the Friendship Club. We support people with learning disabilities to speak up and lead change. Find out more about us at www.peoplefirstdorset.org.uk.

The Forum: The Forum is the vehicle by which the voices of people with learning disability and complex needs are heard at a strategic level. We represent people at a range of Local Authority and other meetings. The aim is to identify issues that affect people in their everyday life, and we use our networks and contacts to make this change for the better.

This is a fantastic opportunity to join a small, user led and dynamic organisation which is committed to improving the lives of people with learning disabilities. The successful post-holder will work alongside the project worker, who has a learning disability. They will seek out views and opinions from the learning disability community, influence strategy and development at individual, local and national level and develop and maintain a loud and clear voice to bring about positive change for all people with a learning disability.



The impact we have is not often immediate. We are part of a wide network of organisations, and this type of strategic change happens slowly, sometimes over years. Patience is essential! We still stand by the principles set out in Valuing People (2001);

- Choice
- Rights
- Independence
- Inclusion

The Forum has developed strong partnerships with many organisations, including Southampton University, Dorset County Council, Dorset Clinical Commissioning Group, other People Firsts, Dorset Advocacy and care providers.

People First Dorset has an excellent and well-deserved reputation for delivering high quality user engagement services. We are seeking to appoint an experienced, motivated and confident individual to lead and develop this project. Candidates will have substantial knowledge about the lives of people who have a learning disability, in particular at a strategic level.

You will be expected to work your hours in a flexible way, will have access to a pension plan and the use of a pleasant office, 2 miles north of Dorchester.

You will be line managed by either the People First Manager or Deputy Manager.

Length of Contract

This is a three year contract, dependent on performance, and there is a strong possibility this will be extended, subject to successfully running the Forum, and on funding that is available at the time. There may also be opportunities to work on other projects, depending on your skills and experience.

Equality and Diversity

People First Dorset employs people and runs its projects in a fair and inclusive way. We value diversity. We work to stop discrimination, bullying and harassment. We promote fairness and equality for all.



Job Description

People First Dorset Forum Project Manager

Main Purpose of Role

The Forum is the vehicle by which the voices of people with learning disability and complex needs are heard at a strategic level. The role of the Forum is to represent people at a range of Local Authority and other meetings. The aim is to identify issues that affect people in their everyday life, and we use our networks and contacts to make this change for the better.

The Forum has the following aims: to seek out the views and opinions from people who have a learning disability; to influence strategy and development at an individual, local and national level; to develop and maintain a loud and clear voice to bring about positive change for all people with a learning disability.

To work with multi-professional partners to support change and service development in Dorset

Position in Organisation

Reports to People First Dorset Manager or Deputy Manager
Responsible for People First Dorset Project Workers

Scope of role

- Work with The Forum Project Workers to establish a work programme.
- Working with multi-professional partners; attend/chair key boards and groups, representing the voices of people who have a learning disability
- Consulting with people who have a learning disability to gather views and opinions (and consult with parents and carers if necessary)
- Consult with professionals providing services that may be used by people who have a learning disability
- Have understanding of the wider context of the Forum project – national agendas such as self-advocacy, personalization, transforming care, self-directed support, health services, user led organisations.
- Work in partnership with Dorset County Council, Dorset CCG and other organisations to develop work streams
- Manage and oversee project budget, ensuring contract responsibilities are met



- Identify gaps and opportunities
- Be an active part of People First Dorset. Meet regularly with People First Dorset staff team to develop Forum work streams, have understanding of other projects
- Monitor and record outcomes to enable impact to be evidenced
- Provide internal or external reports and meeting notes as appropriate
- Attend regular internal meetings, including AGM
- To maintain and support requirement for confidentiality in relevant areas of PFD work
- Contribute to People First Dorset social media, updating Forum news on Facebook and website
- Any other tasks or duties as appropriate to the role, including additional related work streams

Areas of accountability

Responsible for Project budgets, monitoring and evaluation

Key Interfaces

- People First Dorset Project Manager
- People First Dorset Staff team
- People First Dorset Members, families and carers.
- External organisations, including Dorset County Council and Dorset CCG
- Professional organisations
- Members of People First Dorset