



People First Dorset

Quality Checkers Project Manager

- Employer:** People First Dorset
- Posted:** 16 May 2018
- Job Starts:** as soon as possible after interview
- Contract:** Permanent 3 year contract, subject to performance
- Hours:** Part time (to be worked flexibly to accommodate needs of project)
Initially 16hrs per week, but there is an opportunity to create more hours
- 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, each 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. However please note our website is currently being updated so you may wish to email us for more information about our work.

Quality Checkers: The Quality Checkers are a team of people who have a learning disability, who are commissioned to check services such as day centres or residential homes, which are used by people who themselves have a learning disability. The team are 'experts by experience' and find out what is good and report back on how these services could be 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 lead and manage the Quality Checkers project and manage/train/support a team of Quality Check volunteers.



The successful post-holder will visit a range of services, along with the volunteers, and write reports about the experiences. The Quality Check project is a stand-alone project within the organisation and at a stage where it needs to be able to respond to increasing demand from a wide range of care and support providers. An essential element of the role will be to take the lead in developing this exciting project into a self-sustaining venture. The successful candidate will be responsible for developing and promoting the Quality Check mark, alongside generating an income. They will build on existing networks and create new opportunities.

People First Dorset still stands by the principles set out in Valuing People (2001);

- Choice
- Rights
- Independence
- Inclusion

People First Dorset 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 also has an excellent and well-deserved reputation for delivering high quality user engagement services. We are seeking to appoint a motivated, experienced and confident individual to lead and develop this project. Candidates will have substantial experience of managing a project and working in a fair, inclusive way.

You will be expected to work 16 hours per week initially, in a flexible way, to accommodate the needs of the project. It is expected that the successful candidate will create income for the project, by providers starting to pay for their own quality checks, and therefore will be able to increase the number of hours worked. You will have access to a pension plan and the use of a pleasant office, 2 miles south 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 project, 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

Quality Checkers Manager

Main Purpose of Role

The Quality Checkers are a team of people who have a learning disability, commissioned to check services such as day centres, which are used by people who themselves have a learning disability. The team are 'experts by experience' and find out what is good and report back on how these services could be better.

The Quality Check project is a stand-alone project within the organisation and at a stage where it needs to be able to respond to increasing demand from a wide range of care and support providers. An essential element of the role will be to take the lead in developing this exciting project into a self-sustaining venture. The successful candidate will be responsible for developing and promoting the Quality Check mark, alongside generating an income, through providers starting to pay for their own quality checks. The post holder will build on existing networks and create new opportunities.

Position in Organisation

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

Scope of role

- To manage, lead and develop the Quality Check project. Responsibility for overseeing checks at a range of services and ensuring prompt, accurate written reports. To build the project into a sustainable venture. To develop proposals for new work. To attend meetings and be responsible for ensuring the Quality Check work is carried out. This includes making recommendations to services, developing good relationships. It also includes promoting and developing project into a highly regarded unique service so that Quality Checks can be sold to a range of different providers, and the project can become self-sustaining.
- Work with the Quality Checkers to establish a work programme. To support, train and manage a team of Quality Check volunteers and Project Worker to carry out the Quality Checks. To attend the more complicated checks, support quality improvement of unregulated services.
- Have understanding of the wider context of the Quality Checkers 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. This currently includes leading and developing quality checks for Individual Service Funds, and sitting on panel which meets quarterly. To work with multi-professional partners to support change and service development in Dorset
- Leading Day Services Action Learning Set
- Marketing Quality Checkers service, so services increasingly pay for their own checks in order to receive Quality Check Kite Mark.
- 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 Quality Check 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
- Contribute to People First Dorset social media, updating Quality Checkers news on Facebook and website
- To maintain and support requirement for confidentiality in relevant areas of PFD work
- Any other tasks or duties as appropriate to the role, including additional related work streams. This currently includes overseeing running of Safe Places and the Bridge Project

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