

**Membership and Engagement Lead**

Thank you for your interest in this Membership and Engagement Lead job.

Learning Disability England works hard to be member-led and this post plays an important role in that.

We have two part-time Membership and Engagement Leads in our team. They work together to support members and the movement for change.

One of our Membership and Engagement leads is going to be leading a national project for the next year. This post is currently temporary to cover that secondment.

We are open to a secondment or this being a temporary post.

In this job pack there is:

**The job description**

This tells you what the Membership and Engagement Lead will be doing.

**The application form.**

All the information is to be returned to Learning Disability England by e mail to lesley.day@ldengland.org.uk

We will only be short listing based on the information on the application form. **Please do not send a CV** but complete the application form.

We will need to have your application returned to us by **8am 19th August 2024.**

Interviews for this post will be on **29th August 2024 online.**

**Diversity**

Learning Disability England is committed to encouraging equality, diversity, and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our members, and for each employee to feel respected and able to give their best.

We particularly welcome applications from people from Black, Asian or minority ethnic backgrounds as they are currently underrepresented in our organisation.

**About Us**

We are a small staff team of 7 people who mostly work part time. We are all home-based from the Northeast to the Southeast.

There are different lead roles in the team but being a small team, we support each other and work with members and partners to achieve as much as we can together.

Being led by what is important to our members is central to how we work. Working closely with the Representative Body and other team members to support being member led is an important part of all our jobs.

You can find out more about Learning Disability England from our website: [www.learningdisabilityengland.org.uk](http://www.learningdisabilityengland.org.uk/)

Please call me if you have any questions about applying for this role.

Good luck and best wishes,

Samantha Clark

Chief Executive

M: 07823 536603

E: samantha.clark@LDEngland.org.uk

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| **Job Description**  |
| **Job Title:**  | **Membership and Engagement Lead**  |
| **Accountable to:**  | Formally: The Chief Executive Informally: our members and wider stakeholders  |
| **Responsible for:**  | Volunteers or project staff  Any temporary staff as required  |
| **Hours of Duty:**   | Part time – 22 ½ hours per week   |
| **Contract:**  | Temporary initially for 12 months Secondment applications welcome  |
| **Base:**  | Home based   |
| **Salary**  | £27,800 - £30,000 pro rata (£16,680 - £18,000 for this post) Plus working from home allowance  |
| **Role Summary** The core responsibilities of the Membership and Engagement lead are to support Learning Disability England members to work together for change.  They are responsible for making sure all our work with members, partners, and the wider community demonstrates Learning Disability England’s values in action.  This role will grow and maintain membership of all kinds by helping Learning Disability England’s members to * represent themselves and their ideas
* create and run campaigns
* learn from each other
* share their best and most effective ways of working.

Relationships are central to how we work. This will be particularly important for this role as you will work with members of Learning Disability England, partner organisations and wider community members to work towards Good Lives for everyone with a learning disability.   |
| **Main Duties**  1. Working with Members * To host opportunities for members to meet and share their experiences and opinions in practical accessible ways (e.g. meetings, events, webinars, phone calls, emails or by sharing written or online information)
* To retain existing individual, group, and organisation members and to help recruit new members by sharing information on our work and describing the benefits of membership
* To meet with members to discuss issues, to find out what they think is important, agree actions or how they want to use their feedback
* To support the development and learning of Members by facilitating sessions around shared areas of interest of concern, in collaboration with other Learning Disability England staff.
* To facilitate training and awareness sessions or organising them with other Learning Disability England team members

2. Representing Learning Disability England and its members by:* Ensuring we consult our individual, group, and organisation members on what is important
* Ensuring our work on policy or campaigns is informed by the views and experiences of our members
* Providing our members with accessible information that will enable them to contribute to local and national developments in policy or service provision.
* Meeting with members and identifying & summarising important issues and to agree clear actions for them or others to influence for change
* Supporting our member reps (and self-advocates in particular) to speak up on issues of concern or interest
* Representing our members in person at formal government or policy networks, meetings, or events
* Sharing in writing or at meetings the feedback and ideas gathered from members
* Developing and communicating our position & policy on emerging areas of concern – by meeting with members, preparing papers, films or social media including easy read information
* Developing and maintaining our communication platforms – web pages, social media etc

3. Campaigning * Create campaigns with members that reflect their concerns.
* Work with the media, members, and partners to share and support these campaigns
* Evaluate the effectiveness of Learning Disability England’s campaigning
* Identify and collaborate other campaigns or organisations with similar aims

4. Support good practice * Help members work on different issues together and learn from each other
* Organise and share examples of Members’ practice relating to Learning Disability England projects or priorities which we are working on
* Work with others to decide if Learning Disability England supports those ways of working

 5. Support Learning through projects * Help members and partners get involved in research, projects or networks on issues that are important or useful to them
* Manage projects Learning Disability England is leading on (or the Learning Disability England part of the project)
* Research and analyse information
* Support and manage volunteers or project staff

6. Work as part of the team * Contribute to team meetings and the development of organisational priorities.
* Ensure that any complaints made to the Engagement and Membership lead are resolved in line with Learning Disability England’s policy.
* Work effectively as part of the team including, where necessary, standing in for other team members and the CEO

7. Working positively and safely * To share responsibility for the health and safety of everyone connected with Learning Disability England: staff, members, and members of the public, as specified by the Health and Safety at Work Act.
* To ensure everything Learning Disability England does is in line with the letter and spirit of Learning Disability England’s policies and procedures, including (but not limited to) Equalities and financial issues.
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| **Other issues** * The details contained in this job description, particularly the main duties, reflect the contents of the job at the date the job description was prepared.  It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed.

 * Consequently, the Board of Trustees of Learning Disability England will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.
* The nature of the job means that hours may need to be worked flexibly and this may include occasional weekend and evening work.
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| **Person Specification** This is a varied position and the experience, and personal qualities required are key to the success of the organisation.  Please read the criteria carefully and demonstrate in your application how you meet the requirements of the role.   |
| **Factor**  | **Essential requirements** |
| Knowledge and skills  | * Proven ability to schedule work, prioritise and manage a demanding workload.
* Proven ability to work on own initiative.
* Proven ability to encourage, develop and participate in team-working.
* Proven ability to identify solutions to problems.
* Good verbal, written communication, and interpersonal skills.
* Proven ability to use Microsoft Office packages
* Proven ability to work with people with learning disabilities and / or their families to make change happen
* Strong understanding of issues and current affairs as they relate to people with learning disabilities, their families and organisations that support them

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| Experience   | * Proven experience of working with people with learning disabilities, their families and organisations that support them
* Proven experience of representing issues or organisations
* Proven experience of working with volunteers
* Proven experience of working in partnership with others to deliver projects or shared aims
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| Personal attributes  | * A passion for inclusion and a commitment to improving life with all community members and the values of Learning Disability England
* Positive attitude such as to develop successful working relationships within the organisation, with members and outside agencies.
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| Special requirements  | Due to the small nature of the team and the project-based work that is undertaken it is likely that the post will develop over time and there will be a need to provide cover and support to colleagues.   The successful candidate will need to be to attend meetings or events in person on a regular basis to work with members or represent the organisation.   |
| **Factor**  | **Desirable requirements**  |
| Experience  | * Experience of preparing easy read information in partnership with people with learning disabilities
* Experience of supervising and appraising staff or volunteers
* Experience of developing policy or position papers and resources
* Proven experience of delivering training to different audiences
* Experience of presenting or delivering workshops at event
* Experience of managing projects, managing deadlines and delivery

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**General terms and conditions**

This is a part time post of 22½ hours a week.

Home based with some national travel

The post may involve working occasional weekends and evenings.

You will also be required to travel to events or meetings. This could mean travelling regionally or nationally in the UK.

The appointment will be subject to a six-month probationary period.

**Salary** is £27,800 - £30,000 pro rata depending on experience.

There is a contributory personal pension.

Holiday entitlement is 27 days plus Statutory Holidays for full time



**Application Form Membership and Engagement Lead (temporary position)**

Closing Date: **8am on 19th August 2024**

Proposed Interview Date: 29th August 2024

When you have completed the form, please save it, and send it, marked confidential to Lesley at lesley.day@ldengland.org.uk

You should receive a confirmation to the email address you have given.

If you have any questions or you have not received a confirmation, please contact Lesley on lesley.day@ldengland.org.uk

If you have questions about the position, or would like a conversation about the role, please contact samantha.clark@ldengland.org.uk

**SECTION A**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role.

Please refer to the PERSON SPECIFICATION (included in the job pack) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.
Please do not exceed 800 words in your statement (this is approximately 2 pages of A4 at 12-point font)

**1 PERSONAL STATEMENT**

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**2 Why I want this job**

Please explain why you are applying for this job and why you would like to work with Learning Disability England. Please write in plain English. This means writing clearly, without using complicated language or jargon.

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**3 Education and Qualifications (Please add extra rows if needed)**

Please tell us about your education and qualifications.
We would like the date and place you studied, and any qualifications gained, including results

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| --- | --- | --- |
| Establishment | Dates Attended | Qualifications Gained & Grade |
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**4 Employment History (Please add extra rows if needed)**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience.

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| --- | --- | --- | --- | --- |
| Dates Worked There | Employer / Company | Job Title | Main Duties | Reason for Leaving |
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**5 Training**

Please tell us about any training that you have undertaken that may be relevant to the role.
Please include the course title / topic, the duration of the training and the date the training was completed

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| Course Name / Topic | Date | Duration | Qualification Gained |
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SECTION B

**This section will not be given to the short-listing panel but will be detached**

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| **Application for the post of:** | **For office use only** |

**Personal Details**

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| --- | --- |
| Surname | Forename(s) |
| Title Ms/Mr/Dr/Professor/other | Date of Birth |
| Home address |
| Daytime telephone number | Evening telephone number |
| E-mail address |

Where did you see this advertisement? …………………………………………..…

I confirm to the best of my knowledge all the information I have given is correct.

Signature…………………………………………….

Date………………………….

**7 References**

Please give the name, address, email address and contact phone number of two people who will give you a reference.

One should be your current (or most recent) employer.

The other can be a character reference from someone who has known you for more than three years. This should not be a friend or member of your family.

Referee One

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| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

Referee Two

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| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

8 We have a legal obligation to ensure that all staff have the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

□ I confirm that I am entitled to live and work in the United Kingdom.

9 I understand that, to the best of my knowledge, all the information given by me on this application form is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

□ I understand

10 Please type in your name. Submitting your application is confirmation of the content.

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Your data – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

□ I agree

Please email your completed form/s to lesley.day@ldengland.org.uk

Closing Date: **8am on 19th August 2024**

Once we have shortlisted the candidates, we will let all applicants know via email whether or not they have been successful in this stage of the application process.

**Please send us the monitoring form separately. You will find the form** [**here**](https://www.learningdisabilityengland.org.uk/wp-content/uploads/2024/07/Equality-and-Diversity-Monitoring-Form.docx) **or below**