

Learning Links (Southern) Limited

**Job Description:**

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| **Role Title** | Co-ordinator, Portsmouth Autism Community Forum |
| **Contract** | Learning Links |
| **Job Band** | Band B |
| **Salary Range** | £19,260 - £23,310 pa pro rata |
| **Date/version:** | October 2017 |

## Job Purpose

As part of the Healthwatch Portsmouth team, you will provide co-ordination and administration support (including taking minutes at the quarterly meetings) to the work of the Portsmouth Autism Community Forum (PACF), its co-Chairs and ‘Task and Finish’ forum sub groups. This involves engaging positively with local people and organisations, and encouraging their involvement in the activities of the PACF.

**JOB ACTIVITIES**

* To support the PACF co-Chairs and Task and Finish Groups to work with the local community and stakeholder organisations to increase engagement and inform the work of the PACF.
* To develop ways to communicate the work of the PACF to the local community, service user groups, individuals and carers, commissioners, providers, adult social care stakeholder organisations and the SEND Board.
* To lead good engagement practices to encourage autistic people to take part in the work of the Portsmouth Autism Community Forum (PACF).
* To provide administrative support by taking and producing the minutes of the quarterly meetings of the Portsmouth Autism Community Forum, including the booking of suitable venues and refreshments.
* To draft the agenda for PACF quarterly meetings with the co-Chairs, based on feedback received from previous meetings, agenda item requests from the PACF membership and current strategy priorities.
* To support the development and review of the PACF ‘terms of reference’.
* Create and maintain a membership list for the PACF, including how members would prefer to receive communications and updates from the forum meetings and sub groups.
* To support members, including the co-Chairs and leads for Task and Finish sub groups and encourage local people to be involved in the scrutiny and monitoiring of commissioner and provider delivery of the commitments as stated in the strategy document.
* To obtain updates from the Task and Finish sub groups and encourage information sharing and producing reports on consultations and feedback received.
* To manage own workload to meet key objectives of the role and adapt method of communication dependent on audience.
* To identify opportunities for collaboration and funding opportunities to expand the work of the PACF.
* To process incoming and outgoing communications, including email, phone calls, and post relevant to the PACF.
* Ensure that all duties are exercised within the policies and procedures of the organisation with particular attention to IT security, confidentiality, and safeguarding.
* Be responsible for your own Continuous Professional Development and develop a systematic approach to meeting these needs. Attend meetings and participate in training and development, as required.
* Fulfil personal requirements where appropriate with regard to organisation policies and procedures, particularly safeguarding, information security, lone working, health and safety, equal opportunities, and customer care.
* Undertake any other reasonable duties, as required, to meet the aims and objectives of the post or the organisation.
* Uphold, safeguard and promote the values, philosophy and culture of Learning Links (Southern) Ltd as referenced in Employee Handbooks, Memorandum and Articles and other organisation literature.

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| **Scale and Fit** | |
| **The role reports to**  **(job title):** | Healthwatch Portsmouth Project Manager |
| **Base:** | Portsmouth |
| **Geography Covered:** | Portsmouth |
| **Number of staff :**  **(overall responsibility)** | 0 |
| **Inclusion and Equal Opportunity** Uphold the legal and moral responsibility for ensuring our services and workplaces are accessible, inclusive and free of harassment, bullying and discrimination. | |

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| **Safeguarding and Health & Safety**  To uphold the legal and moral responsibility to promote a safe working environment. This includes safeguarding which is the prevention, detection and referral of harm or abuse. | | | |
| Basic Disclosure Scotland | N | Enhanced CRB | **N** |

## oTHER Essential Qualities

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| Ability to positively influence |
| Stakeholder focussed |
| Organisational skills |
| Ability to listen and reflect views in a balanced way |
| Excellent communication skills |
| Ability to highlight any issues or risks |
| Trustworthy and Responsible |
| Self-motivated and use initiative |
| Excellent time management skills |
| Supportive and practical problem solver |

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| **Additional Requirements** | **Essential** | **Desirable** |
| **Technical Skills & Knowledge** | Excellent IT, administration and communication skills. |  |
| **Qualifications** | Educated to at least GCSE level or similar |  |
| **Experience** | Experience and understanding of providing a co-ordinating and administrative service.  Evidence of growth in continuous professional development. | Experience and understanding of autism. |

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| **Role Objectives** | **Key Performance Indicators** |
| Provide an effective administrative service across the organisation. | * Evidence that day to day tasks are completed. |

**Declaration:**

I understand the requirements of this role and agree to undertake them honestly, faithfully and diligently, in line with Learning Links’ policies and procedures, for as long as I hold this post.

Signed: Date:

Name: