

Job Description

Duties



Tasks



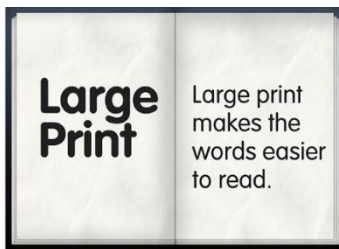
Job description

This tells you about this job.



Contact us if you would like this information in another format like

- large print



- video



You can call
0113 825 2093



Or you can email
engage@nhs.net





Job title

Learning Disability and Autism
Network Manager

Team



You will work with lots of other people. In a small team which is part of a bigger team.



The bigger team works to improve the NHS.

It does this by listening to what people say.

This team is called the Public Participation team.





Our smaller part of that team is the Learning Disability and Autism Engagement Team.



We work with people with a learning disability, autistic people and family carers to improve people's health.



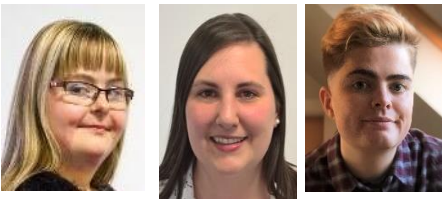
We work closely with another big team that works to improve the health of people with a learning disability and autistic people. That team is called the Learning Disability and Autism Programme.

Co-working

Co-working is where you work closely with your colleagues with the same job.



You will work closely with three other Network Managers. They will be your co-workers.



You?

Two Network Managers have a learning disability and might be autistic, two do not have a learning disability.



Strengths

We all have different strengths and interests in the team.



We will shape the job around what you are interested in.



About the organisation

NHS England and NHS Improvement work together to help the NHS work better.



NHS England makes big decisions about health care in England.



NHS Improvement helps organisations give good and safe healthcare.



Together we pay local health organisations to give health care.

And we help them use their money well.



Hours

This job is up to 30 hours per week.

You can decide how many hours you want to work and when you want to work.



Contract



This is a permanent job.

Manager

Your manager will be the Public Engagement Manager (Learning Disability and Autism)





Pay

If you worked full time this job would pay between £31,365 and £37,890 per year.



£31,365



£37,890



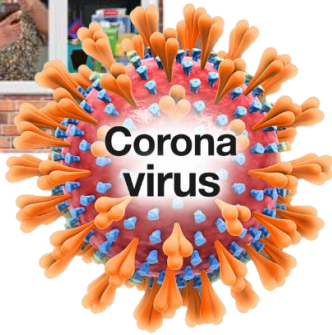
If you are new to working for the NHS you will start at the bottom of this scale.

This is on a scale called Agenda for Change band 6.



You will be paid for the time that you decide to work.

Where you will work



We are all working at home at the moment due to coronavirus



We will help you to work from home.

We will give you a computer and phone and other things you need.



We have meetings on computers so you won't be alone.



We can help you to learn new skills on the computer.

Where you will work



When we can work together again the job is based at our office in Leeds, at Quarry House



Sometimes you will need to travel, with support, to other parts of England.



We will pay for your travel costs if you need to leave Leeds.



About the job

You will work with a network of people and organisations to help people's voices be heard.

This is called the Learning Disability and Autism Forum.

You will be part of the team that connects with the Forum by-

Writing our easy read newsletter.

Read it here

<https://www.england.nhs.uk/learning-disabilities/about/get-involved/newsletters/>

Being on social media

On Facebook we are the [NHS England Learning Disability and Autism Forum](#)

On Twitter we are @NHSAbility

This could be making videos or checking what people are saying.





- Through writing update emails



- By organising events. These events need to be accessible to disabled people.



You will run the Learning Disability and Autism Advisory Group.



This is a group of people with a learning disability, autistic people and family carers who tell the NHS what is important to them.



You will part of the team that connects with the Advisory Group by-

1. Running meetings in places like London and Leeds



2. Running online meetings



3. Calling advisory group members



4. Talking with members on Facebook



You can read more about what the Advisory Group does-
<https://www.england.nhs.uk/learning-disabilities/about/get-involved/you-said-we-did/>

As part of a team you will also-



Help NHS England and NHS Improvement talk with people and listen to their ideas.

Speak at events and meetings.



Talk with senior staff in the NHS, tell them what people are saying needs to change.



Write guidance for the NHS. Examples of things we have published-

<https://www.england.nhs.uk/learning-disabilities/about/get-involved/involving-people/>



Person Specification

Knowledge



Experience

Skills



Person specification

This is a list of skills, experiences and things you care about that we are looking for.

We want someone who...

Job Description

Duties



Tasks



Strengths

Has skills to work on the things we describe above in the job description.



Understands the health issues people with a learning disability and autistic people face.



Wants to make sure people with a learning disability and autistic people have a strong voice in how the NHS works.



Can speak up for the rights of people with a learning disability and autistic people. To give people power.



Thinks everyone should have the same chances in life. We call this **equality**.

For example we should make adjustments for disabled people



Thinks that lots of different people should work together. We call this **diversity**.



We would really like applications from people from black, Asian or other minority ethnic groups.



We want someone with work experience. For example-



- Helping people with a learning disability to speak up.



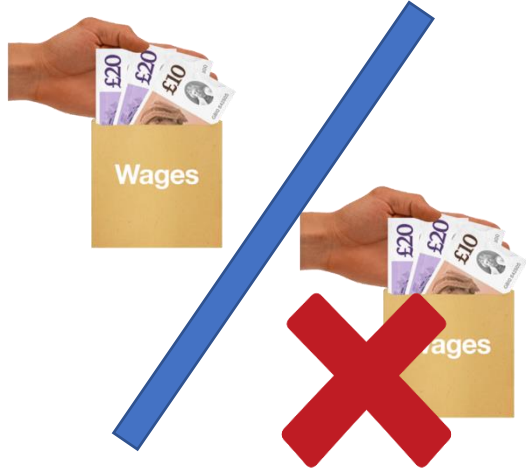
- Training people.



- Giving presentations.



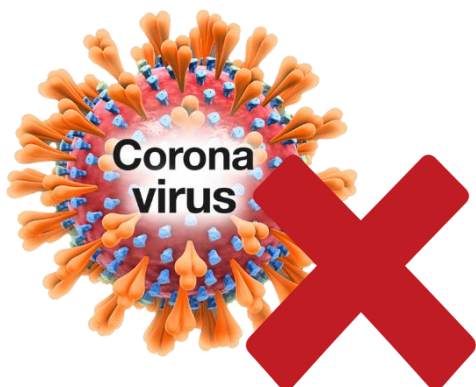
- Being a trustee for an organisation.



Your work experience can be paid or unpaid.



You need to be able to travel.



When we're not staying at home because of coronavirus.



We will help you to travel if you need it.



You need to be able to use a computer or learn to use a computer.

Support for you on the job-

You will have co-workers, a manager and support to help with work.

Training and coaching to help you do your job.

Equipment to help you do your job

Help to apply to Access to Work for any additional support.

For example help you might need to travel.



More support for you

Disability network



A support network of disabled people and people with long term conditions who work here called the Disability and Wellbeing Staff Network



Meet with other colleagues with a learning disability and autistic colleagues.



How to apply

You need to send us your application before 28 October 2020.



There are four ways you can apply for this role.

You only have to apply one of these ways. You can -

(1) Fill in the online application form <https://www.engage.england.nhs.uk/application/learning-disability-autism-network-manager-role>

(2) Download the an electronic application form (PDF), fill it in and email it to engage@nhs.net

(3) Print out the application form and post it to- The Learning Disability and Autism Engagement Team
Waterfront 4, Goldcrest Way,
Newburn Riverside,
Newcastle upon Tyne, NE15 8NY





If you would like a paper copy of this information and the application form we will post them to you. Please contact Jess on engage@nhs.net or

01138 249 686



(4) Answer the questions in the application form by making a video of yourself. You can send the video to engage@nhs.net by WeTransfer



More information

You can get in touch if you need help applying for the job.



If we need more information we will contact you.

If you would like a discussion about this job contact Jess or 01138 249 686



Email Jess on engage@nhs.net

Next steps



We will contact you the week of 9 November to say if you have an interview.



The interviews will be on one of 23 or 24 November 2020.



We will have the interviews on Microsoft Teams.



We can do a practice Teams meeting before the interview.