

Job Description

Duties



Tasks



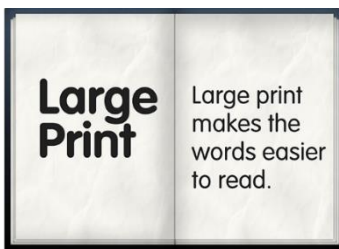
Job description

This tells you about this job –

Network Manager - Learning Disability.



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



- large print



- video



You can call
01138 249 686

Or you can email
engage@nhs.net



About the team



You will work with lots of other people.

This will be in a small team that is part of a bigger team.



This bigger team is called the Public Participation team.

It works to improve the NHS.



It does this by working together with people and listening to what they say.



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 also 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 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 healthcare 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 18.75 hours per week.

You can decide how many hours you want to work between 15 and 18.75 hours, and when you want to work.



Contract



This is a permanent job.

Manager



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



Pay

If you worked full time this job would pay between £32,305 and £39,026 per year.



This job is for 18.75 hours a week, so you would get paid between £15,506 and £18,732.



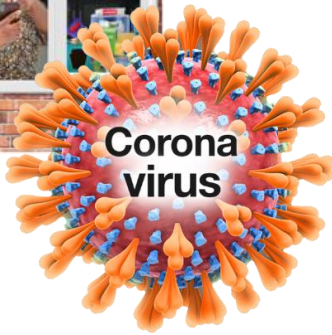
If you are new to working for the NHS you will start at the bottom of this scale.

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 because of 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 and on the phone so you won't be alone.



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

Where you will work



All the co-workers for this job live around Leeds.



When we are allowed to travel again, we will go back to meeting in person.



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



We will meet in Leeds about once a week.

We will also meet in London about once a month.



You need to be able to get to Leeds once a week.

We think that you should probably live about 1.5 hours or less from Leeds if you were travelling on the train. But we would still look at your application if you live a bit further away.



Sometimes you will need to travel to other parts of England.



We have a system of travel buddies who support people to travel. This is funded by **Access to Work**.



We will pay for your travel costs if you need to leave Leeds. Or we will pay for your train from your nearest NHS England office, to get to Leeds or somewhere else.

About the job

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



This is called the Learning Disability and Autism Forum.

As part of a team, you will connect with the Forum by -

1) Writing our easy read newsletter. Read it here www.england.nhs.uk/learning-disabilities/about/get-involved/newsletters/



2) 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.





3) By writing update emails



4) By organising events. These events need to be accessible to disabled people.



We also 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.



As part of a team, you will connect with the Advisory Group by -

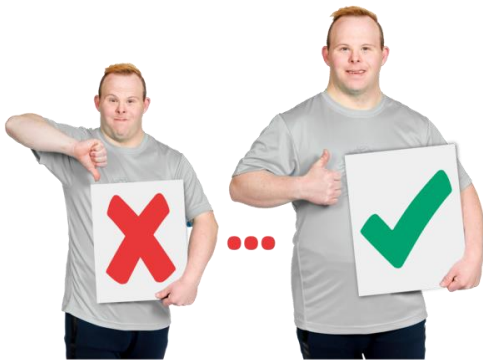
1. Running meetings in places like London and Leeds and online



2. Calling advisory group members



3. Talking with members on Facebook



4. Improving how the group works and makes a difference.



You can read more about what the Advisory Group does- 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-

www.england.nhs.uk/learning-disabilities/about/get-involved/involving-people/



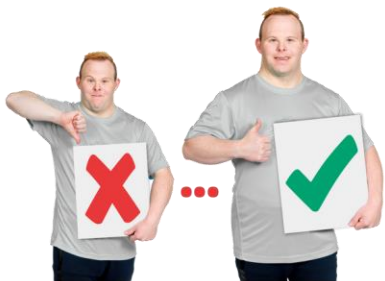


Person specification

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



Skills you need to have



- be good at sharing your experience of having a learning disability to help make things better



- Be able to check information to make sure it is accessible for people with a learning disability



- Be able to run meetings online and face-to-face



Be good at talking to people with a learning disability.



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



Be organised.

Things you need to know about



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



- Know how to use a computer or be able to learn to use a computer.



Things you need to care about (sometimes called 'values'). You need to -



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



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

For example, we should make adjustments for disabled people.



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

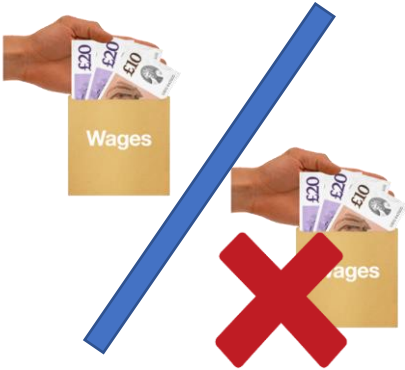


We would really like applications from people from ethnic minority groups who have a learning disability.



Things you need to have done before

We want someone with work experience.



Your work experience can be paid or unpaid.

We need someone who has-



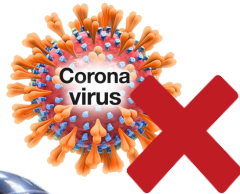
- Helped people with a learning disability to speak up.



- Given presentations.



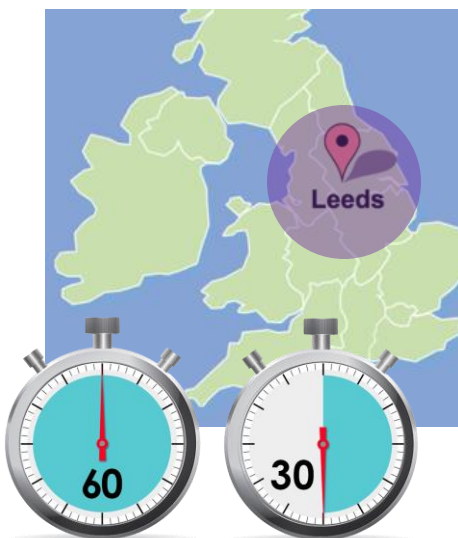
- Made information accessible for people with a learning disability



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 get to Leeds once a week.

We think that you should probably live about 1.5 hours or less from Leeds if you were travelling on the train.



This job is for somebody with a learning disability.

This is because we need the knowledge, skills and experience that someone with a learning disability has.



This is what we mean by learning disability



Having a learning disability affects the way a person learns new things.



You might find it harder or take a bit longer to learn new things - when you were a child and as an adult.



You might have been told by a doctor or a teacher that you have a learning disability.



A learning disability can mean finding it harder to -

- understand new or complex information



- communicate



- learn new skills



- cope independently-
support is helpful



A learning disability may be caused by something like Down's syndrome.



Or it could be caused by your brain getting damaged when you were born.



Having a learning disability is not the same as having a learning difficulty.



Learning difficulties are things like dyslexia, dyspraxia or dyscalculia.



You can still apply for the job if you have a learning difficulty or are disabled in a different way - but you need to have a learning disability as well.



Things it is useful if you have done before

These are other things that will make you good at the job – but they are not essential (you don't have to have done these things before).



It is useful if you have -

- Been a trustee or director for an organisation.



- Used social media before – Facebook and Twitter



- Worked for a self-advocacy group



- Trained people.

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 extra support.





If you get the job, Access to Work might be able to pay for a support worker for you.



18.75 hours

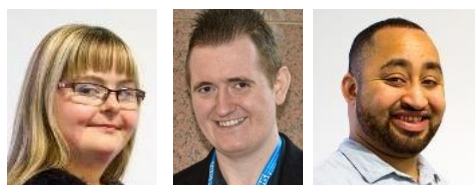


4 hours

If Access to Work agreed, it would only be for part of your working hours.

So if you worked for 18.75 hours, the support worker might only be for 4 hours.

Disability network



Other support for you

There is a support network of disabled people and people with long term conditions who work here called the Disability and Wellbeing Staff Network.



You can also meet with other colleagues with a learning disability and autistic colleagues.

How to apply



You need to send us your application before 5pm on Sunday 6 February 2022.



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 www.engage.England.nhs.uk/application/learning-disability-network-manager

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

(3) Print out the application form and post it to-
Learning Disability and Autism Engagement Team
NHS England and NHS Improvement
Quarry House
Leeds
LS2 7UE





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

0113 8249 686



(4) Answer the questions in the application form by making a video of yourself. Ring or email us and we will help you send the video to us.



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 at the end of February to say if you have an interview.

February						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



The interviews will be in March.

March						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



We will have the interviews on Microsoft Teams.

We can do one practice Teams meeting before the interview.