



UK Council on Deafness

Job Description

Project Manager Deaf HSC Champions

Reports to : Chair of Trustees/ Trustee member

Responsible for : Volunteer coordinators and Deaf Health Champions

Office : Home based with a requirement to travel to meetings

Salary : Circa £27,500 - 4 days a week

Project area : Merseyside, Greater Manchester and Cumbria

Aim of the project

To improve Deaf sign-language users' personal experience, equality of access, choice and control over health and service care. It will achieve this by training and supporting new Volunteers, Deaf Health Champions. The Champions will make a real and lasting difference to the way services are delivered, by working in partnership with commissioners and providers to integrate the Deaf agenda into the new NHS framework; providing a robust evidence and information base and inspiring and supporting Deaf people delivering sustainable voluntary services in partnership with the NHS.

Main purpose of the post

1. To work with project partners to develop the project, review appropriately to meet the changing needs and requirements.
2. To train and develop the Volunteer coordinators and Deaf Health Champions.
3. Develop and maintain effective links with key strategic partners and authorities.
4. To monitor, evaluate the project and report back against the project objectives.

Main tasks and responsibilities

1. Manage the day to day operational aspects of the project.
2. Develop promotional and project delivery materials for the health/social care audience, including newsletters.

3. Train the volunteer coordinators and Deaf Health Champions in the changing health and social care landscape, how to engage with Health services and the skills to do so.
4. Engage with the key local authorities in each area. Map and audit routes of engagement, representation or consultation.
5. Organise and lead meetings of project partners, strategic partners and authorities.
6. Organise Deaf Awareness training for local commissioners/key executives, GPs etc.
7. Develop agreements with local authorities to ensure Deaf access measures; Deaf representation is embedded in local or health authorities' structures, with agreed mutual targets and regular review of performance.
8. To develop the future sustainability of the project.
9. Review and report on the project on a regular basis ensuring that the project objectives are being met.
10. To carry out any other duties as required by UKCoD to ensure the delivery of the project.

Person Specification

Knowledge

Essential:

1. Knowledge of the statutory and voluntary sectors, in particular changes to the National Health Service/Clinical Commissioning Groups structures, including an understanding of the commissioning framework.
2. Knowledge and understanding of Deaf Culture and issues relating to deafness, including an understanding of the issues relating to Deaf Access to health services.

Experience

Essential:

1. Experience of project development and management.
2. Experience of training, managing and motivating staff and volunteers.
3. Experience of monitoring and evaluating projects and preparing the relevant reports.

4. Experience of influencing and negotiating at a senior level.

Skills and abilities

Essential

1. Willingness/ or ability to communicate clearly with and effectively with deaf and hearing people at all levels and all formats.
2. Ability to liaise between organisations and to negotiate effectively at a senior level to ensure positive outcomes.
3. Able to organise meetings for all partners, staff and volunteers.
4. Able to deliver Deaf Awareness training.
5. Confidence and well developed presentation skills to communicate in a large group setting, in a meeting or in a 1:1 situation.
6. Ability to work on one's own initiative with the minimum of supervision and organise oneself in respect of work diary, papers etc.
7. The ability to use a range of influencing styles and listening skills in order to develop effective relationships at all levels.
8. Proven ability to write and present reports and other documents clearly and concisely.
9. Ability to be able to communicate fluently in sign language.

Desirable

1. A working understanding of a broad range of IT skills and ability to foster efficient IT skills in staff and volunteers.

Additional Requirements

Essential

1. Lives within easy access of the North West.
2. Car driver, owner and the ability to travel independently.