



Recruitment Guide for Applicants

Group Advocacy Leader

Completed application forms must be returned no later than:
5pm on Thursday 30th January 2025.

Application forms received after this will not be accepted. Completed applications should be returned by email to Stephen.walker@arcuk.org.uk

Interview dates are scheduled for 17th & 18th February 2025 and will be held at ARC NI's office in Belfast.

NB: These dates are subject to change

1 INTRODUCTION

Background to the organisation

ARC works in England, [Northern Ireland](#) and Scotland. We want to help communities to respect, listen to and include people with a learning disability, autism and other support needs and their families.

To make this happen, we work alongside people and organisations throughout the United Kingdom that share our vision. We make real change happen through

- research
- networking
- collective advocacy
- policy
- and training.

This is our overarching [strategy](#). You will find more information on how the strategic vision is being delivered across Northern Ireland in our [Impact Report 2023/24](#).

Governance / Management Structure

ARC is a registered charity and a company limited by guarantee. ARC's [Board of Trustees](#) are responsible for the strategic governance of the organisation.

The Board meets 4 times per year and this includes the Strategic Leadership Team. The Strategic Leadership Team includes each Country Director and the Finance Director, supported by a Governance Coordinator.

Values

We believe that people with a learning disability, autism and other support needs:

- should be listened to, respected and treated equitably
- should be fully included in all decisions that affect them
- should be involved in the planning and delivery of support services
- can be self-advocates and lead real change in their services and communities

We believe that those who plan and deliver support for people with a learning disability, autism and other support needs:

- should develop person-centred values and models of support
- should have access to the knowledge, experience and skills they need to continually learn, reflect and improve what they do
- should be supported to work in partnership with each other, setting aside commercial interests for the benefit of the people they support.



2 EXPERTS BY EXPERIENCE

'Nothing About Us Without Us'

ARC NI has 25 years experience in representing the learning disability community and from the outset have valued the importance of Experts By Experience. These are people with a learning disability, autism and other support needs. We have actively encouraged their voice being heard.

Examples of how we have supported Experts By Experience to have their voice heard include:

- [Presentations](#) and training delivered to professionals -
- [Collective responses](#) to relevant public consultations
- [Films](#) to educate, advocate and for fun
- [Easy Reads](#) to produce accessible information

We are contracted by the South Eastern, Belfast and Western Trust to facilitate group advocacy ([TILII – Telling it like it is](#)). We have recently been commissioned to facilitate a Forum of experts on behalf of the Northern Trust.

This part time post will work alongside a colleague to ensure the voice of Experts By Experience continues to be heard.

3 JOB DESCRIPTION

Main Purpose of Role

The Group Advocacy Leader will support groups of people with a learning disability, in a range of settings including the community and hospital, to build their independence in speaking up about issues important to them. These groups are called Telling It Like It Is (TILII) and the members are Experts By Experience.

Specifically, the Group Advocacy Leader is responsible for the delivery of a high quality group advocacy service in line with ARC NI's existing contracts; and the development of new opportunities in partnership with TILII members.

Key Responsibilities:

1. Facilitate group advocacy activities to adults with a learning disability, autism or other support needs, adopting a person-centred approach and building the capacity of TILII members
2. Complete monitoring returns and participate in contract review meetings
3. Support the production of high-quality creative material (including Easy Reads; films, reports etc.) tailored to a range of online channels and audiences
4. Represent ARC NI by attending appropriate events and responding to stakeholder enquiries
5. Engage with other staff as a positive member of the team
6. Undertake any other duties appropriate to the post, and/or agreed by the Director.

Person Specification:

The following essential criteria will be applied at shortlisting stage:

- Experience in supporting people with a learning disability, adopting a person-centred approach
- Experience in supporting the voice of underrepresented groups being heard
- Ability to communicate effectively, including oral and written
- Skilled in using IT packages
- Ability to work as part of a team
- Ability to work on own initiative and able to meet deadlines
- Understanding of the ethos and values of ARC NI
- Full Driving License and access to a car

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Working Arrangements

This role will require the post holder to be flexible and to work occasionally outside normal office hours to meet the emerging demands of the work. This post is regional and involves work throughout NI and may on occasions require travel to the UK.

4 TERMS & CONDITIONS

The post is offered as a two-year contract with the possibility of extension. A summary of the terms and conditions of employment are given below.

Salary: Scale 5 (£27,426 - £38,855). Starting point will depend on experience. Salary is paid on the 27th of each month.

Hours of work: 14 hours per week.

Location: The position is based within ARC NI's office, currently situated McSweeney Centre, 1st Floor, 31 Henry Place, Belfast BT15 2AY.

However, the post holder will be required to travel across Northern Ireland on the organisation's business.

Leave Entitlement: 25 days per annum plus 11 statutory days (pro rata). The leave year runs from 1st April to 31st March.

Pension: ARC operates an auto-enrolment pension plan and offers a 5% (pensionable earnings) contribution.

Checks: References are sought from 2 sources for any individual once a provisional offer of employment is declared by ARC. Furthermore, ARC's policy is to police check all employees due to the nature of our work.

Probationary Period: On commencement of employment with ARC all staff are required to complete a "probationary period", usually 6 months. Confirmation in post depends on achieving the required standard in a range of topics including performance, attendance, training etc.

Declaration: ARC is an equal opportunities employer and welcomes applications from all sections of the community.

The organisation operates a no smoking policy in all its premises. This includes all forms of e-cigarettes.

Additional Benefits

- Employee assistance programme
- Mileage
- Learning & development opportunities
- Full access NI check
- Discretionary sick pay in addition to statutory sick pay
- Additional annual leave for continuous years service

5 COMPLETING THE APPLICATION & MONITORING FORM

Criteria based selection is used as a means of ensuring that the best candidate is selected based on their ability to do the job required. This method of selection requires individuals to demonstrate their knowledge, skills or competence through completion of an application form and, if shortlisted, by attendance at a structured interview.

Criteria based selection tests applicants against a set of criteria, which have been agreed as being necessary for a specific post. The criterion details the knowledge, skills and competences that an individual will need to possess to be effective.

The 'Personnel Specification' details the criteria for the post.

Candidates can only be shortlisted where they evidence that they meet the shortlisting criteria.

There is an open text box to allow applicants to share any further information which they consider relevant in meeting the criteria for this post.

When completing your application form it is important to indicate how you meet each of these criteria by providing detailed specific examples (including dates).

Please note CV's will not be accepted.

If your disability precludes you from completing the application form please contact Stephen Walker, to discuss alternative arrangements and/or reasonable adjustments.

Phone 028 9038 0962 or email Stephen.walker@arcuk.org.uk

Monitoring Form

ARC is an equal opportunities employer and undertakes to apply objective criteria to assess merit and ability. It aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of race, colour, national or ethnic origins, sex, sexual orientation or perceived sexuality, gender reassignment, marital status, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, politics, religion or belief.

To help ensure that we are meeting our obligations ARC monitors the composition of groups such as staff, volunteers and people supported on a regular basis. This monitoring helps to identify if any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

We are therefore asking for your help in providing us with the information we need by completing this section of the application form, the sub-sections of which are set out in alphabetical order.

ARC recognises that the information it is seeking is of a sensitive nature and gives the following assurances that it will be:

- treated in confidence and in accordance with data protection legislation

- confidentially stored with access strictly controlled
- used only for statistical analysis in relation to equal opportunities monitoring and individuals will not be identified.

The monitoring form will not be shown to the selection panel. It will be removed from the rest of the application form by the managing Administrator. All returns for this recruitment will be collated and amalgamate statistics will be stated within a summary post- recruitment report. This report will be protected, access restricted and used strictly in line with good practice procedures. Once the information has been transferred the written information contained in this section of the application will be confidentially destroyed.

Any information provided will be treated in the strictest confidence. However in the event of a complaint to a statutory body we may have to comply with a legal direction and release your application form.