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**Job Description**

**(Funded by Masonic Charitable Foundation)**

**Job Title:** OutreachSight Loss Advisor for over 50’s

**Salary:** £21,000 per annum

**Responsible to:** Services Manager

**Location:** Howick House

**Hours:** 37 hours per week

**Contract Type:** Permanent

**Purpose of role**

To add value to our existing service team by providing outreach support to the over 50’s who are currently isolated and experiencing loneliness. This role is crucial in the logistical planning of locations and associated operational activity of our outreach strategy. This will ensure Galloway’s can reach more people in their local community.

Enabling visually impaired people, carers and family members to cope with the practical and emotional impact of sight loss. Providing support to enable people over 50 to rebuild their lives through a range of services including; access to equipment and assistive technology, information, advice and guidance, confidence building and emotional support.

**Key responsibilities:**

1. Logistical planning of locations and associated operational activity of the Mobile Information Unit. This includes attendance at such events.
2. Working in outreach locations to deliver activities which engage blind and partially sighted people to improve their own quality of life and reduce their loneliness.
3. To be proactive in developing a clear referral pathway into

Galloway’s by liaising with a range of health and social care partners and community groups.

1. To carry out eligibility and sight loss assessments which identify needs and prepare support plans to ensure that Galloway’s enables people to meet their goals. To follow up with clients as required and monitor their progress.
2. To have knowledge and understanding of health, social care and welfare benefits relevant to visually impaired people and their families.
3. To keep accurate and up to date confidential records and reports and to provide routine monitoring information as required.
4. To attend all meetings and training programmes as requested and agreed by Galloway’s.
5. To provide specialist information and guidance regarding sight loss to the wider sector and general public.
6. To work in co-operation with the Fundraising Department in order to maximise income generating opportunities for

Galloway’s Society for the Blind.

1. To promote the work of Galloway’s Society for the Blind, and acknowledge the Masonic Charitable Foundation’s contribution.
2. To ensure the implementation of all policies and procedures and quality standards as required by Galloway’s Society for the Blind.
3. To keep up to date with new developments and ideas and to be flexible in service delivery.
4. To develop good working relationships with local community Groups/GP’s/opticians and keep up to date with local activities.
5. To encourage people to be supporters of Galloway’s Society for the Blind.
6. To undertake any other duties that are requested and that are commensurate with the remit of the post.
7. To embrace our values, mission and vision in everything we do.

**Performance Management**

To actively participate in the organisation’s performance management processes including appraisal and induction.

**Training and development**

To undertake training and development activities as agreed with your line Manager.

**Quality**

To work to service level agreements, organisational standards and external quality standards. To implement, monitor and review quality standards to ensure continuous improvement.

**Health & Safety**

Ensure that all work is undertaken in accordance with health and safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

**Use of Resource**

Ensure value for money and best use of resources in all activities related to the post.

**Galloway’s values and Equal Opportunity**

To support Galloway’s core values and carry out all responsibilities with due regard to Galloway’s Equal Opportunities Policy and procedures.

**Confidentiality code of conduct**

You may not during or after the termination of your employment, disclose to anyone other than in the proper course of your employment or where required by law, any information of a confidential nature relating to the company or its business or customers. Breach of this clause may lead to dismissal without notice. Guidance on standards expected can be found in the staff code of conduct.

**Other duties**

This job description is not an exhaustive list. The post holder may be required to undertake other duties as directed by your line

Manager

**Person Specification**

**Post:** Sight Loss Advisor

The person specification is used to help identify suitable candidates and to ensure that all applicants are judged on fair and objective criteria, which is relevant to the post.

We will be looking for applicants who can show that they meet our essential requirements. You should, therefore, use the information below to help you to complete your application form.

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**Person specification**

|  |  |
| --- | --- |
| **Job title** | **Essential/Desirable**  **Criteria** |
| **Education and Training** |  |
| Willingness to undertake training and continuing professional development | Essential |
| **Experience** |  |
| Experience of working with disabled people in the community | Desirable |
| Experience of disability and/or working with people directly affected by sight loss and their families | Desirable |
| Experience of forging links and partnerships with local charities and organisations | Desirable |
| Administrative skills including record keeping and writing reports | Essential |
| Experience of providing information and advice | Desirable |
| Experience of dealing with health professionals/Local Authority services | Desirable |
| Experience of using IT systems (e.g. Microsoft Office, Email, Internet, etc) | Essential |
| Ability to relate to people at all levels and as a part of a team | Essential |
| Ability to set services/activities up from scratch | Essential |
| Ability to recognise problems and seek relevant and appropriate advice | Essential |
| Ability to set realistic goals for self and people directly affected by sight loss | Essential |
| Ability to work on own initiative and liaise with line manager as and when required | Essential |
| Excellent interpersonal and communication  skills | Essential |
| **Qualities and competencies** |  |
| Drive and passion for delivering high quality services. | Essential |
| Ability and confidence to challenge thinking | Essential |
| Demonstrate self-motivation and excellent  time management skills in a range of settings | Essential |
| Ability to demonstrate an understanding and commitment to Equal Opportunities and Anti-discriminatory practice | Essential |
| **Other requirements** |  |
| Knowledge of health and safety and safeguarding issues as it applies to the role | Desirable |
| Understanding of the issues facing people affected by sight loss | Desirable |
| Ability to travel independently and able to drive the Mobile Information Unit | Essential |
| Being comfortable working alongside guide dogs | Essential |
| Flexible approach to working hours and arrangements | Essential |

This information will be used as part of the shortlisting process.

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**Working for Galloway’s**

**Job Title Sight Loss Advisor**

**Location**

This post will be based at our Howick Office. However you may be required to visit all our offices and other community locations on a regular basis.

**Salary**

The salary for this post is £21,000 pro rata (negotiable dependent on experience) per annum however a lower salary maybe offered to a suitable candidate without the required experience.

**Hours of Work**

Normal office hours are 37 per week, times and days to be negotiated. However you may be required to work some additional hours to meet the demands of the role.

**Benefits**

**Pension**

After a qualifying period of six months, the Society will offer to contribute 2% of salary into a Stakeholder Scheme on behalf of all employees.

The Trustees will consider making up to a 2% contribution to other pension schemes in respect of eligible members of staff holding personal pension schemes at the commencement of their employment with the Society.

**Holidays**

The holiday year runs from 1st April to 31 March. Holiday entitlement for this post is 24 days per annum excluding Bank Holidays. This increases to a maximum of 29 days depending upon length of service.

**Compassionate Leave**

Galloway’s will consider each request for leave on compassionate grounds on an individual basis.

**Probationary Period**

All new appointments are subject to a probationary period of 6 months.

**Learning and Development**

Galloway’s is committed to supporting the learning and development of all staff and volunteers to ensure we are able to achieve our operational and strategic objectives. As part of our development and support initiatives, we promote coaching, mentoring and job shadowing.

**Equal Opportunities**

Galloway’s is committed to supporting diversity and working towards equal opportunities for all, in all aspects of its work.

**Smoking Policy**

Galloway’s has a non-smoking policy throughout the organisation.

**Information for Candidates**

**Information required from your application**

Galloway’s provides an application form, therefore we will only accept CV’s if they accompany a completed application form. The following specific points are aimed at providing guidance for the information required on your application.

* If there are any gaps in your employment, please include details of these in your application or supporting letter.
* If we do not receive your application form by the closing date, we will be unable to process your application further.

**Job Description and Person Specification**

A Job Description and Person Specification are enclosed which detail the main responsibilities and duties required. As part of your application please provide a ‘Supporting Statement’. This should describe how your skills, knowledge, experience and qualities match those described within the person specification. The Person Specification highlights which requirements will be used to shortlist candidates through your application and those which will be assessed by other methods such as by interview or tests.

Within your ‘Supporting Statement’ you need to give examples of how you meet the requirements which you will be shortlisted against. If you have gained the necessary skills and experience in a voluntary capacity you should include details of this in your supporting statement.

**People with a Disability**

We aim to provide information to candidates in the right format for them. If you have not received information in the right format for your needs, please let us know. Candidates selected for interview should inform us of any special needs they may have in relation to the interview as soon as possible.

**Interview and Selection**

Interviews are normally carried out by a panel and verbal feedback will be provided to candidates selected for interview.

If you are selected for interview you will be notified within two weeks of the closing date. If you have not heard within 3 weeks, you should assume you have not been successful in your application. As a non-profit making organisation, and in order to keep our administrative costs low, we are unable to confirm receipt of your application.

**References**

You should provide details of references from your current or most recent employer and the referee should be either your line manager or the personnel department. References will be taken for the previous three year’s employment and details should be provided for this period.

**Declaration**

For this post Galloway’s will seek clearance from the Criminal Records Bureau.

**Data Protection**

Information provided by candidates as part of their application will be held for the purposes of this recruitment only and will then be destroyed. Information provided by the appointed candidate will be retained in relation to their employment contract.

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**Equal Opportunities Policy**

**Introduction**

Galloway’s recognises that discrimination and inequality are still widespread in society as a whole. We are therefore working to achieve Equal Opportunities for all staff irrespective of disability, ethnic origin, gender, marital status, age, sexual orientation, religious belief or ideology. This applies to employment, to our service provision and to our relationships with external organisations.

Galloway's policy on Equal Opportunities applies to all Trustees, all employees and trainees,volunteers, receivers of our services, organisations that we work with and those who act on our behalf.

**Aims of our Policy**

To demonstrate the commitment of Galloway’s in being a fair and reasonable employer and service provider.

To ensure that the individual potential of all employees is recognised and that their talents and resources are utilised to the full. Furthermore that no individual employee or group of employees receives less favourable treatment in relation to employment or access to resources.

To ensure that all our staff promote equality in the workplace and in the services we deliver.

**Commitment**

Galloway’s will:

1. Recognise and comply with its legal obligations under the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and any other statutes in force
2. Fulfil its social responsibilities towards employees, potential employees and the communities in which we operate.
3. Review all policies, procedures and practices, relating to all aspects of employment, to ensurethat they reflect Galloway's commitment to equal opportunities, amending and updating them where appropriate.
4. Ensure that all customers, clients and people who use our services are treated fairly and equitably and receive the services appropriate to their needs.
5. Recognise and embrace the benefits of diversity throughout the organization including the protected characteristics of Equalities Act 2010: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation

**Responsibility**

All employees have a responsibility for implementing the Equal Opportunities policy in all aspects of their work and for promoting good and non-discriminatory practices. The Chief Executive has overall responsibility for implementation of equal opportunities and good practice.