

NORTH LINCOLNSHIRE COUNCIL

**LEISURE, ARTS AND CULTURE
CABINET MEMBER**

LEARNING DISABILITY DEVELOPMENT OFFICER

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To create a new temporary post of Learning Disability Development Officer.
- 1.2 The appointment will be fixed term for one year.
- 1.3 We have secured funding from the Learning Disability Development Fund to cover all costs.
- 1.4 The post will develop more opportunities for people with a learning disability to do more sport and active recreation.

2. BACKGROUND INFORMATION

- 2.1 Sport England carried out research in 2006 to identify participation levels in sport and active recreation. It showed that 52% of adults in North Lincolnshire are inactive. This means they do less than 30 minutes a week of sport or active recreation. Amongst people with a disability, this figure rises to 76%.
- 2.2 *Active Choices, Active Futures* is the sport and active recreation strategy for North Lincolnshire. The primary aim of the strategy is to increase participation in sport and active recreation in adults by one percent a year. Also to close the gap in participation by under represented groups. These include the following.
 - Older people
 - People with a disability
 - People from ethnic minority communities
 - People from deprived areas
 - Women

2.3 Government published *Valuing People* in 2001. It is a strategy to improve services for people with a learning disability. It requires Local Authorities and Health Services to put people with learning disabilities at the centre of the planning and delivery of services. The aim of *Valuing People* is to provide people with a learning disability with:

- Rights (legal and civil)
- Independence
- Choice
- Inclusion

Sport can play an important role in achieving this.

3. **OPTIONS FOR CONSIDERATION**

3.1 Option 1 - To approve the post of Learning Disability Development Officer.

3.2 Option 2 – To reject the proposal

4. **ANALYSIS OF OPTIONS**

4.1 Option one is considered the best option.

4.2 A job description outlining the duties etc of the post was prepared and evaluated by the Human Resources service at grade 6. A copy of the job description is attached as an appendix to this paper for reference.

4.3 The post holder will be responsible for: -

- identifying the sport and active recreation needs of people with a learning disability;
- increasing inclusive sport and active recreation opportunities for people with a learning disability;
- encouraging people with a learning disability to become sports coaches and activity leaders.

4.4 The post will contribute to achieving the following *Valuing People* priorities:

- Choice – increasing the range of sport and active recreation activities for people with a learning with a disability.
- Independence – participation in sport and active recreation will improve fitness, self-esteem and mobility and enable people with a learning disability to lead more independent lives.

- Inclusion – providing mentors to go with them to their chosen activity for the first few weeks.
- 4.2 Sport and active recreation can help achieve our shared vision for the area, communities and individuals, set out in our strategic plan *Going Forward Together*, in the following areas.
- Communities that are confident and caring – sport and active recreation contributes to the development of stronger social networks and more cohesive communities.
 - Individuals can see the difference – providing sport and active recreation activities locally that promotes health and well being, and opportunities for social interaction.
 - Everyone works together for the benefit of North Lincolnshire – working in partnership with others, engaging with communities, encouraging participation among hard to reach groups.
- 4.3 The post will contribute to achieving the following Local Area Agreement Targets:
- NI 008 Adult participation.
 - NI 141 Increase the number of vulnerable people achieving independent living.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 The cost of the post amounts to £24,940, based upon the mid-point of grade 6 and inclusive of 29.5% on-costs. The Learning Development Fund has provided a grant sufficient to fully cover all costs for one year. At the end of this period, if further grant funding cannot be secured, the post will be discontinued. The impact of the work will be reviewed and plans for the way forward drawn up.
- 5.2 The post will sit within the Sport, Play and Community Development Team, within Asset Management and Culture.

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

- 6.1 Increasing opportunities for people with a learning disability to take part in sport will contribute to achieving outcomes in our Diversity Strategy.

7. OUTCOMES OF CONSULTATION

- 7.1 *Active Choices, Active Futures* is the result of consultation with a wide range of partners and local communities. It identifies the need to increase participation among hard to reach groups including people with disabilities.
- 7.2 People with a learning disability, carers and other service providers were consulted the Learning Disability Partnership Board (LDPB). The LDPB supports the proposal.
- 7.3 A copy of the report has been sent to the Trades Unions for comment.

8. RECOMMENDATIONS

- 8.1 That the Cabinet Member support the creation of a post of Learning Disability Development Officer on a one-year fixed term contract.
- 8.2 That the report be referred to the Corporate Services Cabinet Member for approval.

SERVICE DIRECTOR ASSET MANAGEMENT AND CULTURE

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Background Papers used in the preparation of this report:

- Sport England Active People Survey 2006
- Valuing People
- Active Choices Active Futures

Appendix 1

<u>Job Title:</u> Learning Disability Development Officer	<u>Service:</u> Asset Management and Culture
<u>Post Number:</u>	<u>Division:</u> Leisure Services
<u>Grade:</u>	<u>Business Unit/Section:</u> Sport, Play and Community Development
<u>Overall Purpose of Job:</u> To increase inclusive opportunities for adults with a learning disability to take part in active recreation regardless of age, level of ability or social or economic background To increase inclusive opportunities for young people in transition with a learning disability to take part in active recreation regardless of age, level of ability or social or economic background	
<u>Main Responsibilities:</u> <ol style="list-style-type: none">1. To undertake research and consult with people with a learning disability to define their active recreation needs and to facilitate inclusive programmes to meet their health needs2. To liaise with internal and external partners in working towards common goals of increasing physical activity in order to increase health for people with a learning disability3. To work with families and carers to promote access to and use of leisure and physical activity opportunities to improve health for those with a learning disability4. Develop training programmes for staff, volunteers and people with a learning disability to deliver improved physical activity sessions5. To liaise with external agencies to seek potential funding (statutory, voluntary or private, including sponsorship) to provide increased opportunities for people with a learning disability to ensure activities and programmes are sustainable	

- 6.** To be responsible for the recruitment and selection of all supervised staff and volunteers, including carrying out staff development appraisals.
- 7.** To be accountable to the Learning Disability Partnership Board for achieving locally developed health and physical activity targets
- 8.** To plan, allocate and evaluate work carried out by paid and voluntary staff.
- 9.** To be responsible for the development of annual work programmes and monitor and evaluate performance on a regular basis.
- 10.** To be responsible for the design and promotion of services provided by the project.
- 11.** To be responsible for the safety, health and welfare of all employees supervised and others in accordance with the Health & Safety at Work Act 1974 and related legislation.
- 12.** To be responsible for the monitoring of existing classes and sessions.
- 13.** To promote access to existing services and incorporate access into any new services
- 14.** To publicise existing and new services to the local community as appropriate
- 15.** To ensure that the needs of people with a learning disability are met in a manner that is sensitive to gender, race, mental health, ability, religious belief and sexual orientation. Challenging and eradicating direct and indirect discrimination.
- 16.** To attend appropriate meetings, conferences, courses and events as directed.
- 17.** To introduce appropriate monitoring and evaluation procedures thereby ensuring that objectives and agreed quality standards are met in the delivery of the project.
- 18.** To be responsible for managing the delegated budget within expenditure limits in line with North Lincolnshire Council's Finance Guidelines and to bring to the attention of the Learning Disability Partnership Board any discrepancies.
- 19.** To ensure that all duties undertaken have due regard to the organisation's commitment to strive to continually improve the quality of the service by developing a customer focused approach
- 20.** The above responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Knowledge, Skill and Experience Required:

Experience of working in sports development, health promotion or physical activity preferably on an outreach basis

and/or

Experience of supporting people with a learning disability

Knowledge and understanding of the benefits of physical activity in achieving healthier lifestyles

Knowledge and understanding of local and national drivers/ policies in relation to working with people with a learning disability

The ability to work sensitively with partner organisations, in advising them of the benefits of physical activity and overcoming barriers and common misconceptions about exercise for people with a learning disability

Significant resource management and team working experience, i.e. financial resources, line management, preparation and management of budgets and work programmes, team leadership, providing staff with clear direction to achieve defined standards.

Excellent communication and interpersonal skills, the ability to motivate, enthuse, persuade, negotiate and influence in the spoken word and in writing.

Sound strategic, critical thinking and decision making skills.

Ability to devise and implement monitoring and evaluation systems and procedures.

Ability to set priorities and meet deadlines.

Ability to work alone and as part of a team

Experience of preparing bids and raising funds from a variety of sources to support the service.

Commitment to equal opportunities and customer care.

Creativity and Innovation:

The post holder will be required to link learning disability action plans/work programmes with other areas of work, which address local, regional and national priorities

Identify the needs of individuals and groups then design and deliver programmes to meet those needs.

Decision Making:

The post holder will be responsible for the allocation of resources both financial and human.

Decisions on selection and recruitment of staff and volunteers.

Establishing priorities within work programmes.

All decisions must comply with North Lincolnshire Councils policies and procedures, Health and Safety, DDA and Local Government Act 1999, Race and Sex Discrimination Acts.

Contacts and Relationships:

Internal

Sports/Play Development Team – information exchange, support, and advice

Learning Disability Services – information exchange, support and advice

Administration - support

Sports Facilities – support and information exchange

Primary Care Trust - Health Promotion – info exchange, advice, support

Social Services - info exchange, advice, support

Housing Services - info exchange, advice, support

Neighbouring Authorities – Local – information exchange

Sports Clubs – information exchange

Residents Associations – information exchange

Community Groups and Associations - info exchange, advice, support

Other Council services – information exchange

External

Community Groups and Associations – support and information exchange

Voluntary Action North Lincs - advice

Residents Associations - info exchange, advice, support

MENCAP – info exchange, advice, support

Time for Action – info exchange, advice, support

Health Authority – GP networks – advice and support

The above lists are not exhaustive.

Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours away from their designated base)

30% Office based
70% outreach

The post holder will be responsible for any sports equipment, to a value of £500, resources, information technology equipment that may be required for the delivery of the service.

WORK ENVIRONMENT

Work Demands:

Work is subject to change as a result of changing priorities, at a local and national level. The post holder will be expected to meet varying degrees of demands through an agreed work programme

Physical Demands:

The delivery of the service may include a degree of physical activity also the transportation of various items of equipment

Working Conditions:

30% Office based
70% Outreach based

The post requires a high level of outreach work. Flexibility in work patterns is essential, as evening and weekend work is often required.

Work Context:

The post holder will be required to work alone as well as part of a team. Travelling to venues within and outside North Lincolnshire, sometimes late in the evening and at weekends.

Position in Organisation:

Indicate how many staff the post is directly accountable for: 0



Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.