

VACANCY

Campaigns and Intervention Co-ordinator

Department: Interventions
Reports to: Policy Development Manager
Direct Reports: None
Designation: Permanent (4)
Salary: Up to £10.00 per hour dependent upon experience

Benefits / Equipment:

30 days holiday (210 hours) inc Bank Holidays
Access to Newlife Pension Scheme
Access to Childcare Voucher Scheme
Health Cash Plan at level 1 upon completion of probationary period
1 week company sick pay (pro rata for part time staff)

Hours: 35 hours per week - 9:30am – 5pm Monday – Friday

About Newlife:

Newlife's mission is to save and the change the lives of disabled and terminally ill children, across the UK.

We have over 25years of success and we continue to help these children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Funding child health research
- Taking action to campaign for change
- Operating a 'training into work' opportunity for disabled adults
- Protecting the environment

You can find out more about Newlife the Charity for Disabled Children by visiting our website:
www.newlifecharity.co.uk

Post Summary:

The candidate will assist the Department by working closely with our Care Services Team to get a better deal for and improve the lives of disabled children and their families. Applications are received every day and the role of our intervention work is to ensure that the local statutory services are playing their part in ensuring the needs of these children are met before Newlife makes provision.

The candidate will contact families, professionals and statutory bodies to support individual cases where intervention is required. In addition collation and review of government information and professional reports will be a key element of the role in order to support the strategic aims of the department.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

Essential Requirements:

- Excellent communication skills, verbally, in writing and face to face.
- Confidence and ability to enable effective liaison with statutory bodies to constructively challenge inappropriate decisions and work in partnership with other services to ensure provision.
- Ability to analyse and evaluate data and information from a wide range of sources with capability to present the same to a variety of audiences.
- High level of competence in use of Microsoft Outlook and Office such as Word, Excel, Access and PowerPoint.
- Ability to create and maintain accurate records and report accordingly.
- Professional attitude and understanding of the data protection principals in building beneficial relationship with agencies.
- Experience of data research and collection.

Desirable Requirements:

- Previous Health and Social Care work experience or qualification

Primary Responsibilities:

In respect of Newlife you will have responsibility for:

- Liaising with a wide variety of professionals caring for children with disabilities including frontline staff (such as OT's and Social Workers), Service Managers and Commissioners to influence policy and to ensure disabled children and their families get a fairer deal from statutory services, especially (but not exclusively) in respect of equipment provision.
- Providing an appropriate level of information to families to enhance their awareness of their rights and enable them to receive relevant provision.
- In particular cases on behalf of individual children/families or a group of children/families, implement direct intervention with decision makers to achieve beneficial outcomes.
- Build effective working relationships with local service providers, commissioners and national decision makers, including parliamentary and local statutory services to ensure they are made aware of the issues surrounding the need, welfare and provision of services to disabled children and their families.
- Conduct relevant research to enhance and inform the work of the Intervention and Campaign Department.
- Co-ordinating all data for the Freedom of Information (FOI) requests including sending letters, chasing responses, collating data and responded to queries from statutory services and then reporting this data to Senior Management.
- Drafting intervention letters.
- Checking of all Equipment Grant/Emergency Safety Loan applications against FOI criteria and co-ordinating the progression of these applications.
- Co-ordinating the intervention spreadsheets ensuring that there is constant accurate information on cases. This includes letters to statutory services and referrals to other organisations.
- Ensuring the intervention outcomes, providing a data analysis to senior management, including the data for the KPI's and identifying trends.
- Attend relevant stakeholder events and present information as required.
- Support and disseminate information to other departments within the charity.
- Attending the bi-weekly department meetings as required.
- General office duties as required.

Additional Responsibilities / Expectations:

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.

- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

Notes:

All offers of employment will be made subject to satisfactory references being received.
All Newlife roles are subject to a 6 months probationary period.

Our Values:

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better
- People at our heart-every day

Interested? Find out more about Newlife by visiting www.newlifecharity.co.uk and www.newlifestores.co.uk/landing/ or see what the current employees say by visiting www.newlifecharity.co.uk/docs/about/employment.shtml

To apply: Submit a Newlife application Form which is available from our website or by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, via email to peopleteam@newlifecharity.co.uk or via the post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

Other Info:

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

