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Description automatically generated**Position Description – Inclusion Support Worker**

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| **Title:** | Inclusion Support Worker |
| **Salary:** | £24,888 per annum (pro rata), or £12.76 an hour sessional |
| **Hours:** | Part Time and Sessional hrs are available |
| **Contract type:** | Permanent, subject to probation and funding |
| **Reporting to:** | Co-Production Lead |
| **Direct reports:** | None |
| **Role purpose:** | To provide tailored support to employees with a learning disability, autistic people, and those with mental health challenges, enabling them to successfully undertake their roles within our organisation.  This role is designed to empower individuals to share their lived experiences in roles such as Expert by Experience in CTRs, Peer Support Worker, or Expert Trainer. The Accessibility Worker will ensure that necessary reasonable adjustments are made, and practical and communication barriers are addressed. |

**About Your Voice Counts**

We are a growing organisation that helps vulnerable people find a voice and gain control over their lives.

We believe that a society that recognises that people with different needs and abilities all have valuable contributions to make is better, fairer and richer for everyone.

We aim to help the people we support to **speak up** for what they want and need, to be better **connected** to their communities, and to have **choice and control** in their lives.

We do this by running advocacy services, supporting self-advocacy and user-led groups, and through a range of community-based services that support people to improve their circumstances.

Underpinning everything we do is a belief that people with lived experience of services are best placed to design the solutions that meet their needs. This extends to our Board where we have a number of people who have used our services, including people with a learning disability, as active members of the Board.

Our values guide how we work, and we are all responsible for putting these into practice every day:

* **Being accountable** – We are honest and take responsibility for our actions.
* **Being person-centred** – We put people's needs first.
* **Learning and growing** - We challenge ourselves and each other to help us get better at what we do.
* **Promoting equality** – We work to get equal opportunities for everyone.
* **Working together** – We achieve more by working as a team than by acting alone.

**About the role**

This is a newly created role, and we are looking for someone with **experience supporting people with a learning disability and/or autistic people** to enable them to thrive in their employment. The Inclusion Support Worker will provide **practical, organisational, and communication support**, ensuring that reasonable adjustments are in place both within our organisation and with external partners.

The role exists to support—not supervise—the employees they assist, ensuring they can independently fulfil their responsibilities while receiving the necessary accommodations.

**Main Responsibilities**

* **Support employees with lived experience** to undertake their roles effectively, ensuring they can share their insights and contribute meaningfully.
* **Facilitate reasonable adjustments**, including transport arrangements, meeting preparation, and debriefing.
* **Assist with communication**, making complex information accessible and supporting with emails, letters, and work organisation.
* **Advocate for the needs of the employees**, ensuring their requirements are understood and met by our organisation and external partners.
* **Maintain appropriate boundaries**, empowering employees to do their jobs rather than doing tasks for them.
* **Problem-solve creatively**, finding solutions to barriers employees may face in their roles.
* **Manage risk effectively**, ensuring safeguarding procedures are followed.
* **Support multiple employees**, prioritising tasks and escalating concerns appropriately.
* **Ensure confidentiality**, particularly when supporting employees in roles that involve access to sensitive information.

**Person Specification**

Our values shape how we work, and the right attitude is essential. We operate in a dynamic environment, supporting a highly vulnerable client group.

**Essential Skills & Experience**

The person we are looking for will have:

* **Experience working with people with a learning disability and/or autistic people** in a support capacity.
* **Excellent communication skills**, with the ability to make complex information easy to understand.
* **Strong emotional intelligence**, building positive working relationships with those they support and other key stakeholders.
* **A problem-solving mindset**, able to find creative solutions to challenges.
* **A clear understanding of role boundaries**, ensuring employees are empowered rather than dependent.
* **Good judgement**, knowing when to intervene and when to step back.
* **Knowledge of safeguarding procedures**, with the ability to manage risk effectively.
* **Strong organisational skills**, able to support multiple employees and prioritise effectively.
* **Confidentiality awareness**, ensuring sensitive information is handled appropriately.
* **A UK driving license and access to a vehicle for work use,** able to support clients in their roles across Gateshead, Newcastle, South Tyneside and beyond.

**What to Expect**

You may have an office base but will spend much of your time **working alongside employees in various settings**, including community spaces, meetings, training centres and secure environments such as mental health wards.

You will need to engage with **existing structures within health and social care**, ensuring that reasonable adjustments are considered by all stakeholders.

Supporting individuals who may face significant barriers to communication and inclusion can be challenging, requiring patience, perseverance, and adaptability.

You will support our employees in a range of lived experience roles across Gateshead, Newcastle, South Tyneside and further afield meaning travel within a working day is to be expected.

**All posts are subject to receipt of satisfactory references and a satisfactory DBS enhanced disclosure check**

To apply, please complete the application form below and return along with your CV and a covering letter by email to [jobs@yvc.org.uk](mailto:jobs@yvc.org.uk) no later than **midday on 29th Aug 2025.**

If you want to discuss this post, please contact **David Woolley** on **0191 478 6472** or [jobs@yvc.org.uk](mailto:jobs@yvc.org.uk).

We are an inclusive employer and encourage applications from all community groups. We are committed to making our workplace more diverse and would also especially welcome applications from people from ethnically minoritised communities.

We are a Mindful Employer, Disability Confident Employer and proud to provide reasonable adjustments and support with Access to Work.

**Application Form**

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| **Job applied for:** |  | | | |
| **Closing date:** |  | | | |
| **How did you find out about this vacancy?** |  | | | |
| **1. Personal details:** | | | | |
| Surname: |  | | | |
| Forename(s): |  | | | |
| Address: |  | | | |
| Postcode: |  | | Home Tel: | |
| Work Tel: |  | | Mobile: | |
| Email address: |  | | | |
| Can you be contacted at work? |  | | | |
| **2. References** | | | | |
| Please ensure at least one reference is from your present or most recent employer. References will be requested via e-mail where possible. | | | | |
| **Present/most recent employer** | | **Second referee** | | |
| Name:  Address:  E-mail address:  Telephone number: | | Name:  Address:  E-mail address:  Telephone number: | | |
| How do you know this person? | | How do you know this person? | | |
| Can this reference be contacted now? | | Can this reference be contacted now? | | |
| **4. Additional information** | | | | |
| Do you have any employment and/or commitments to other organisations which you intend to continue? | | | | Yes / No |
| If yes, please specify: | | | | |
| It is a criminal offence to employ someone who is not entitled to work in the UK. To comply with the Act, all applicants who are offered employment with Your Voice Counts Advocacy Service are required to provide evidence of their eligibility to work in the UK.  Successful applicants who are subject to immigration control must be in possession of/obtain valid permission to enter or remain in the UK, and that permission must not preclude them from working at Your Voice Counts.  Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | Yes / No |
| If no, please provide details: | | | | |
| If appointed, when could you start? | | | | |
| How much sickness absence have you had in the last 12 months? | | | | |
| Number of days; | | Number of occasions: | | |
| Under legislation for the protection of children and vulnerable adults, if successful, you will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of criminal record.  A criminal record will not necessarily prevent you from employment with our organisation.  Do you have any spent or unspent convictions within the terms of the Rehabilitation of Offenders Act? | | | | Yes / No |
| **5. Data Protection** | | | | |
| Your Voice Counts undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2018.  If you are successful, this application form will be kept on your personal file. If you are unsuccessful, this information may be stored for a period of six months after which it will be destroyed. | | | | |
| **6. Do you consider yourself to have a disability as defined by the Equality Act 2010?** | | | | |
| Your Voice Counts is a Disability Confident Employer and will guarantee an interview to an applicant who declares they have a disability, if the person meets the minimum criteria for the job. | | | | |
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| **7. Reasonable adjustments** | | | | |
| If you require any reasonable adjustments to the recruitment process, including the application process and interview, please provide details below | | | | |
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| **8. Declaration** | | | | |
| I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I understand that false information may lead to the termination of employment or withdrawal of a job offer.  I agree that the content of this form and any accompanying documents may be treated as part of any contract of employment agreed between myself and Your Voice Counts.  I understand that my application form will form part of my personal file and will be treated in accordance with the requirements of the Data Protection Act and the General Data Protection Act 2018. | | | | |
| Signed: | | Date: | | |
| Print Name: | | | | |
| Please make sure that the application form is fully completed and return it by email to [jobs@yvc.org.uk](mailto:jobs@yvc.org.uk)  **All posts are subject to receipt of satisfactory references and a satisfactory DBS enhanced disclosure check** | | | | |