# Scottish Commission for People with Learning Disabilities

# Job profile:

**Role**: **Include For Good Programme Lead**

**Responsible to: Chief Executive**

**Salary: £35,000 p.a.**

**Fixed Term Post: Until 31st Dec 2023**

**Terms and Conditions:** As per SCLD standard statement of particulars

**Responsible for:**

* The line-management and delivery of Include For Good, SCLD’s Programme for Change [www.includeforgood.co.uk](http://www.includeforgood.co.uk)
* Working in partnership with the Board, Rapporteurs Group, Chief Executive and Head of Delivery to co-create and deliver Include For Good
* Line management of staff as required and agreed
* Monitoring and reporting of Outcomes for Include For Good
* Budget management as agreed and within role

**Vision, Mission and Values**

SCLD’s Vision is of a fairer Scotland where people with learning/intellectual disabilities live full, safe, loving and equal lives.

Our Mission is to ensure that people with learning/intellectual disabilities have their human rights realised.

SCLD’s Values inform everything we do: we are respectful, inclusive, collaborative and pioneering.

**Strategic Direction**:

SCLD will make a significant contribution to systems and culture change across Scotland. Everything we do is based on what people with learning/intellectual disabilities tell us their priorities are - their hopes and dreams for the future, as well as their fears and their experience of discrimination.

Given our Strategic Direction, the SCLD Board of Trustees has agreed to fund a transformative programme for change for an initial period of two years.

**Include For Good:**

The SCLD Board’s ambitionis to create a world where people with lived experience of learning disability are seen, heard and fully included in their communities and country to ensure they are able to live their best life.

The Board realises that, to deliver on this ambition (in the wake of a global pandemic that has deepened the level of inequality and injustice experienced by people with learning disabilities, their families and carers), a bold approach is required based on inclusive leadership.

Central to Include For Good will be the voices and experience of people with lived experience of learning disability.

SCLD will appoint a group of people with learning disabilities to be the visible leads in Include For Good, our Rapporteurs. The Rapporteurs will lead in the design and delivery of the programme. Each of the ‘Rapporteurs’ will be sponsored by a Trustee of SCLD to ensure they are fully supported to lead the programme for change.

At its heart, Include For Good will be a dynamic process of conversation and engagement with everyone who has influence and power in Scotland. These conversations must lead to actions that will bring about systemic and sustainable change across all sectors in Scottish life for people with lived experience of learning disability.

It is intended that Include For Good will be organic and evolve its approach over time. This means it may also be uncertain, as what we are proposing here has not been tried elsewhere.

**Role profile:**

The Programme Lead will support the Rapporteurs, SCLD Board, Chief Executive and Head of Delivery in the design, delivery and reporting of Include For Good.

The central goal of the post is to ensure that Include For Good makes a transformational contribution to the lives of people with learning disabilities in Scotland through supporting the Rapporteurs’ engagement with leaders from all sectors.

These leaders will be challenged to make real and lasting change within their spheres of influence to include people with learning disabilities. They will be held accountable by the Rapporteurs for work done to embed these changes.

The post exists to ensure that people with learning/intellectual disabilities are enabled to live the life they want and included in everyday life in Scotland.

Line management responsibilities will be agreed in discussion with the Chief Executive and Head of Delivery and reviewed on a regular basis to ensure effective oversight and authority within the organisation.

**Job summary:**

To be responsible for:

The development and support of a number of Rapporteurs who will lead Include For Good.

The co-production of a detailed project plan, in line with the aspirations and vision of the Rapporteurs, SCLD Board and staff and all other relevant stakeholders and allies.

Providing strategic leadership and line-management within Include For Good and contributing to the programme by delivering on agreed priorities.

Assisting all stakeholders to develop and implement a work plan for Include For Good in line with the SCLD’s Vision, Values and Mission.

Working with all staff in the organisation to ensure the success of Include For Good.

Working with a wide range of other key stakeholders including people with learning/intellectual disabilities, external organisations and institutions, the Board of Trustees and Scottish Government.

Developing and reporting on a quarterly and annual monitoring and evaluation process which will provide all required data and information on impact to all key stakeholders.

Supporting the development of other organisational priorities as required.

Ensuring the delivery of high-quality events and projects that promote the rights of people with learning/intellectual disabilities.

**INCLUDE FOR GOOD**

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**Responsibilities**

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| **Programme Lead** |
| Embody the vision, mission and values of SCLD in all work. Provide leadership within Include For Good across the organisation and beyond to ensure that people with learning/intellectual disabilities have their human rights respected, protected and fulfilled. |
| Ensure SCLD is both fully aware of and influencing the development of policy, innovative practice and evidence in the pursuance of the human rights of people with learning/intellectual disabilities. |
| Represent SCLD at a wide range of external meetings and events, providing expert input into discussions in relation to the Include For Good participation and partnership as they relate to the lives of people with learning/intellectual disabilities. |
| Be visionary in all work to ensure that the Rapporteurs are able to fulfill their role and stakeholders are encouraged and challenged to work for the full realisation of human rights for people with learning/intellectual disabilities. |

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| **Programme management and business development** |
| To lead and deliver on Include For Good covering the following areas:  Co-design and co-production  Practice development and innovation  Engagement and participation with people with learning disabilities  Culture and systems change  Stakeholder engagement  Leadership  Content of Include for Good to be developed through discussion with the Rapporteurs, Chair, Chief Executive and Head of Delivery.  Budget design and management for programme in partnership with Chief Executive, Head of Delivery and Finance and Resource Manager |
| Plan and manage human resources within Include For Good to deliver across the range of agreed projects and programmes |
| Monitor and report on programme delivery to Board and Staff Team |
| Liaise with all stakeholders and project partners to ensure delivery of high-quality, innovative, and transformative process for Rapporteurs and the wider learning disability community. |

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| **Networks and communication** |
| To establish, promote and maintain relationships with Rapporteurs, Board, SCLD’s key audiences, partners and stakeholders for the benefit of people with learning/intellectual disabilities.  Present internally and externally to a range of audiences to promote targeted key messages as and when required as relevant to role. |

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| **HR** |
| Managing, supporting and monitoring and evaluating individual and programme performance. |
| Manage continuous professional development of the skills and competencies of individual Rapporteurs. |
| Undertake regular 121 and annual reviews for all Rapporteurs. |
| Design and delivery of recruitment, selection, payment and support process for Rapporteurs (interviews, induction, probation) as required and in discussion with SCLD colleagues. |

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| **Personal development** |
| Update job knowledge and skills by participating in continuous professional development e.g. training, research, maintaining personal networks, and membership of relevant professional organisations. |

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| **Finance** |
| Support each Rapporteur to access benefits advice and ensure relevant benefits paperwork is completed in line with Permitted Work e.g. PW1 forms |
| To ensure timely payments to the Rapporteurs and that payments fall within Permitted Work Earnings |
| To manage and monitor relevant programme budget |

To carry out any other appropriate duties requested by the Head of Delivery and the Chief Executive.

The above list is indicative and not exhaustive. The Programme Lead is expected to carry out all such reasonable additional duties within the role.