

ENGAGEMENT AND PARTICIPATION COORDINATOR			
Reference No.	I023.01	Type	Individual
Service	Adult Support and Protection Team		
Job Family	Para-Professional 4	Grade	FC6

Purpose
<p>To coordinate and lead on the translation, and as necessary, the development, design and production of Fife Council Health and Social Care information into formats which are accessible to people with communication support needs.</p> <p>To coordinate and lead on work to ensure service users are consulted and have the opportunity to contribute to the development of accessible information resources.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Translating current information into easy read, symbol or pictorial format and/or any other format required to meet the needs of people with communication support needs.</p> <p>Coordinating existing work progressing across the Partnership to ensure a consistent, shared approach and development of expertise.</p>	<p>Educated to SCQF level 9 which includes a Degree or equivalent</p> <p>Talking Mats accreditation certificate</p> <p>A proven track record in producing Easy Read documents (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Experience of working with Photo-symbols, Change Picture Bank and Talking Mats (Embrace technology and information)</p> <p>Ability to use photo and symbol libraries to enhance accessibility</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Role Profile

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Consulting with a range of agencies and service users ensuring that the formats chosen are accessible and meet service user needs.	Experience of working with people with communication support needs (Focus on customer) Problem solving skills	✓	✓
Designing, typesetting and artwork projects, and liaising with Fife Council Design Team ensuring that the final product is of high standard.	Knowledge of relevant accessible communication resources and related legislation Ability to innovate and achieve creative solutions	✓ ✓	
Providing design advice and guidance to others who may be producing information for people with communication support needs.	Ability to translate detailed and complex documents into Easy Read and Plain English (Deliver results)	✓	
Developing and maintaining a web page highlighting accessible information.	Ability to manage competing demands	✓	
Maintaining and upholding skills of specialist accessible information design.	An understanding of the information needs of people with communication support needs	✓	
Contributing to evaluation of resources developed and distributed.	Team working skills and coordinating skills(Work together)	✓	
Contributing to the development of the service by scoping what work is currently being undertaken, coordinating this and ensuring a shared, consistent approach and development of expertise across the Partnership.			
Developing and maintaining effective communication channels between various partners.	Written and verbal communication skills	✓	
Representing Fife Council at internal and external events, conferences, seminars, public awareness campaigns.	Awareness of adult support and protection process		✓
Promoting the Easy Read service across the Council.			
Securing an increase in demand for the Easy Read service, generating income.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results