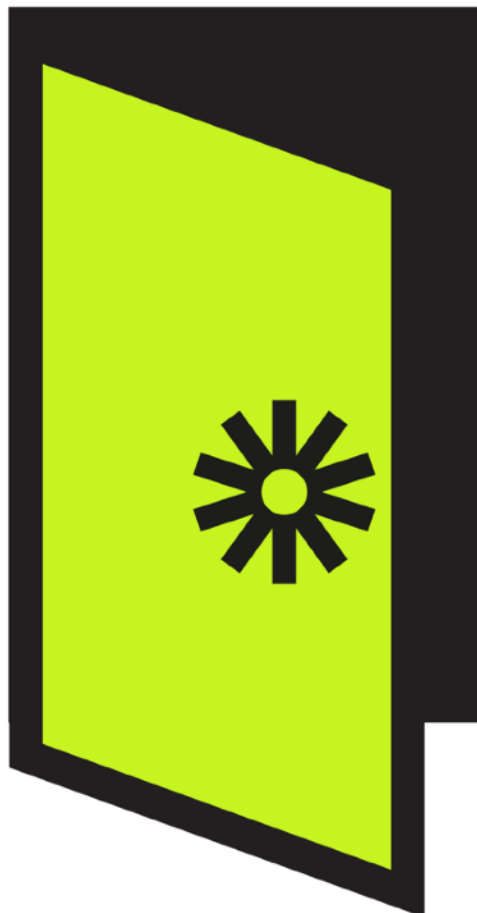


**Greater
Manchester
Coalition
of Disabled
People**

Application Pack

Sessional Project Worker



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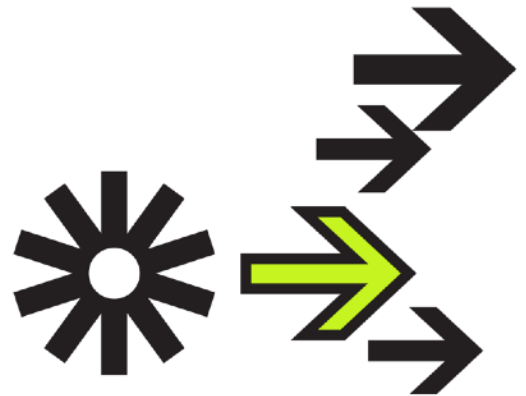
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About Us

About the organisation

Greater Manchester Coalition of Disabled People (GMCDP) works to promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people. We specifically aim to:

- Promote the independence and inclusion of disabled people in society
- Encourage and support the self-organisation of disabled people
- Actively promote the understanding and implementation of the social model of disability
- Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects
- Be a welcoming organisation that makes it easy for all disabled people to be involved.



About the project

We are funded to deliver our Manchester Disabled People's Project until March 2026.

The project is run by a Project Worker and Welfare Advice Worker. This is an exciting opportunity for a candidate to provide sessional cover and extend what we can offer by working both alongside the Project Worker and separately.

The project has run for several years now, delivering activities designed to support community development, peer support, reduce social isolation and improve wellbeing, including through:

- Outreach to disabled people in Manchester and networking & collaborating with community groups, DPOs and organisations
- Providing social and community spaces, for example through our popular coffee meetings, as well as regular collaborative and accessible events and workshops with partners
- Providing accessible opportunities to develop skills and take active roles through volunteering or support to engage in wider GMCDP activity and opportunities
- Provide opportunities to access training, workshops, focus groups and support, which is accessible and peer-led
- Providing opportunities to engage with the social model and understanding our rights (e.g. UNCRPD).



Role Description - Terms

Job title: Sessional Project Worker

Hours: variable

Indicative pattern:

- Typically 2-4 sessions per month; more in July, and fewer in winter months.
- Sessions typically last 1.5 to 6 hours, but may be outside this range.
- Most work will be planned in advance
- There may be some requests to cover unexpected absences at short notice

Hourly rate: £25

Location: Hybrid (home-based, travel within Manchester)

Working hours: Flexible - including evenings, weekends and school holidays

Reports to: Project Worker

Contract length: until March 2026

Deadline for applications: 12noon on Thursday 31 July

Provisional interview dates: Thursday 7th August (Wednesday 6th or Friday 8th August may be available too). Please apply even if you are not available for these dates - tell us any dates you are not available for interview.



Who is this post open to?

GMCDP is a disabled people's organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people only.

Who do you mean by disabled people?

We mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, D/deaf people, neurodivergent people, and those with chronic illness / long term health conditions.

Purpose of the job

To provide additional capacity to the Project Worker to deliver GMCDP's Manchester Disabled People's Project, which promotes and supports the inclusion and independence of disabled people.

The post holder will - sometimes together with the Project Worker and sometimes working solo - facilitate community events, training, workshops and discussion groups organised by the Project Worker, and support project volunteers.

Main duties

- Run and/or facilitate meetings, events, and workshops to explore disability and other equality issues, encouraging self-advocacy, peer support and discussion.
- Provide opportunities for disabled people to engage with the social model and disability rights.

- Encourage disabled people to become involved in project activities as volunteers, supporting them to identify and achieve their goals.
- Facilitate social and community spaces, for example through our popular coffee meetings, as well as regular collaborative and accessible events and workshops with partners.
- Run outreach activities where appropriate, attending and running meetings and events
- Represent GMCDP where appropriate at external meetings and events.
- Carry out monitoring and evaluation of project activities to support the Project Worker to produce regular progress reports for management and funders for the project as a whole.
- Monitor and adhere to project budgets.
- Undertake such other duties that may from time to time be required for the smooth running of the organisation.

Indicative sessions

- Covering for Project Worker to run some Tuesday's online coffee meetings - especially during school holidays
- Working with Project Worker for delivery of large events every 3 months (July / September / December / February-March)
- Working with Project Worker for delivery of events needing extra staff members due to the number of participants or other factors.

- Delivering some sessions/events in place of the Project Worker to increase capacity - the sessions/events will be arranged by the Project Worker and your work to deliver the sessions/events will include:
 - a briefing with the Project Worker in advance,
 - running the session/event solo,
 - and a follow up with the Project Worker to confirm attendance, monitoring data, any issues and feedback and anything else relevant.
- The work is varied:
 - in-person events can take place across Manchester and may include: theatre, music, meals, creative sessions, wellbeing sessions, outdoors sessions and other event types.
 - We take COVID precautions for in-person events, including testing, masking, and using air filters as appropriate for in-person events (and offering hybrid events where possible)
 - Some in-person events are hybrid using Zoom - the sessional project worker may be needed at the venue or online
 - Online-only events include coffee meetings, consultation meetings, identity groups such as our LGBTQIA+ group and more

Person Specification

Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification.

Please ensure that you clearly explain how you meet these requirements when making your application - use the numbering system below where appropriate when completing the application form.



Personal Values

Must display a genuine commitment to equality of opportunity, an understanding of the barriers to full participation in society experienced by disabled people, and of how these can be removed.

1. Knowledge

1.1 Knowledge of the social model of disability and the main barriers facing disabled people.

1.2 Understanding of wider equality issues and the importance of Equal Opportunities.

1.3 Understanding of the importance and limitations of confidentiality.

2. Skills

2.1 Proven ability to communicate and network with both groups and individuals in a variety of settings.

2.2 Ability to produce and present a variety of information in accessible and creative ways.

2.3 Good computer skills, including in online meeting tools like Zoom, Word, Outlook, and databases.

2.4 Ability to establish a constructive rapport with individuals, and to support disabled people to take part, lead and volunteer in project activities.

2.5 Able to plan and prioritise own workload in meeting the project's targets.

2.6 Able to work on own initiative and as part of a team.

3. Experience

3.1 Experience of running/facilitating accessible meetings, events, workshops or other group activities.

3.2 Experience of producing communication for participants in an accessible way.

3.3 Experience of monitoring and evaluating project activities and targets.

3.4 Experience of working with and supporting individuals to take part in activities.

3.5 Experience of monitoring and adhering to budgets.

4. General

4.1 Applicant must be a disabled person (self definition).

4.2 Willingness to work flexibly, including some evenings and weekend work, and some school holidays.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people's movement.

4.5 Willingness to undergo a Disclosure and Barring Service check.

How to apply



If you'd like an informal conversation about the role before applying, email kayla@gmcdp.com or text/phone: 07367 755 691.

To apply:

1. Complete an application form - see below. **You can provide this in text, audio or video format.**

2. Complete an equal opportunities monitoring form.

This is optional and you do not have to answer all the questions if you don't feel comfortable to.

3. Send your completed Application and Equal Opportunities forms by **12noon on Thursday 31 July 2025** (forms received after then will not be considered) to:

exec@gmcdp.com (Do NOT send your application direct to Kayla)

or:

FOA: Exec

Greater Manchester Coalition of Disabled People

Piccadilly Business Centre

Unit C Aldow Enterprise Park

Manchester

M12 6AE

Please do not send a C.V. it will not be considered.

Job application for: Sessional Project Worker

Note: All successful job applicants will be subject to the legally required Disclosure and Barring Service (DBS) checks prior to confirmation of post. Due to the length of time this takes, successful applicants can start working their probationary period with GMCDP whilst this is being carried out. However restrictions on unsupervised working with some people involved in the organisation may occur during this period.

Please answer all the following questions.

Part A: Your contact details

Name:

Your address:

Post Code:

Telephone No:

Email address:

Are you a disabled person? Yes/No

Dates you are not available for interview:

(Please Note: only disabled* people will be considered.

*By disabled people we mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, D/deaf people, neurodivergent people, and those with chronic illness / long term health conditions.)

Part B: Knowledge and Skills

In this part of the form you need to show us how you would use your knowledge and skills in the role of Sessional Support Worker.

Please tell us about how you would run an in-person or hybrid (online and in-person) project event to ensure it is accessible, welcoming, supportive, and interesting and/or enjoyable for participants, and meets the project's aims of supporting community development, peer support, reducing social isolation and improving wellbeing. Make it clear what you would do to achieve these aims.

Note: Add numbers from the Personal Values, Knowledge and Skills parts of the Person Specification in your answer - repeated here for reference:

Personal Values

Must display a genuine commitment to equality of opportunity, an understanding of the barriers to full participation in society experienced by disabled people, and of how these can be removed.

1. Knowledge

1.1 Knowledge of the social model of disability and the main barriers facing disabled people.

1.2 Understanding of wider equality issues and the importance of Equal Opportunities.

1.3 Understanding of the importance and limitations of confidentiality.

2. Skills

2.1 Proven ability to communicate and network with both groups and individuals in a variety of settings.

2.2 Ability to produce and present a variety of information in accessible and creative ways.

2.3 Good computer skills, including in online meeting tools like Zoom, Word, Outlook, and databases.

2.4 Ability to establish a constructive rapport with individuals, and to support disabled people to take part, lead and volunteer in project activities.

2.5 Able to plan and prioritise own workload in meeting the project's targets.

2.6 Able to work on own initiative and as part of a team.

Part C: Experience

In this part of the form you need to show us how you would use your experience in the role of Sessional Support Worker.

Please share 5 examples about how your experience - including any voluntary or unpaid roles - has helped you meet the experience part of the Person Specification

Note: Add numbers from the Experience part of the Person Specification in your answer - repeated here for reference:

3. Experience

3.1 Experience of running/facilitating accessible meetings, events, workshops or other group activities.

3.2 Experience of producing communication for participants in an accessible way.

3.3 Experience of monitoring and evaluating project activities and targets.

3.4 Experience of working with and supporting individuals to take part in activities.

3.5 Experience of monitoring and adhering to budgets.

Part D: General

Please confirm that you are willing to work as described in points 4.2 to 4.5 in the Person Specification - repeated here for reference:

4. General

4.2 Willingness to work flexibly, including some evenings and weekend work, and some school holidays.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people's movement.

4.5 Willingness to undergo a Disclosure and Barring Service check.

Part E: References

Please provide at least one referee from current or past work if possible, and two referees in total. We understand that many disabled people do not have current or past work - this will not disadvantage you in applying for this role.

Referee 1:

Referee 2:

Please tell us where you saw this advertisement:

Thank you for your application - we are looking forward to receiving it!