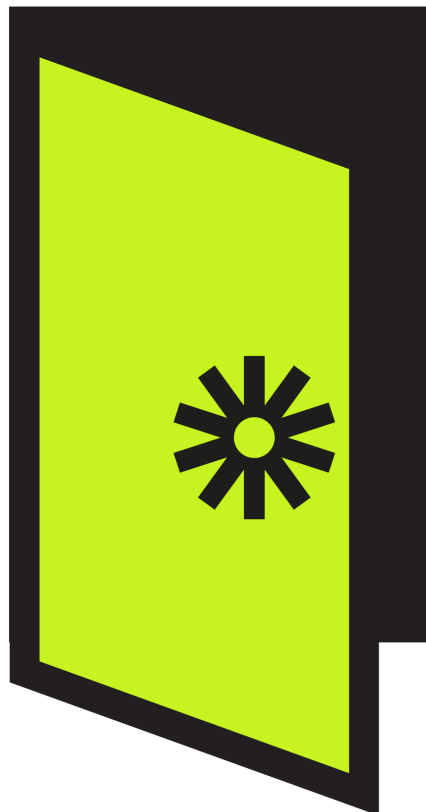


**Greater  
Manchester  
Coalition  
of Disabled  
People**

# **Application Pack**

## **PA for GMCDP Staff Member**



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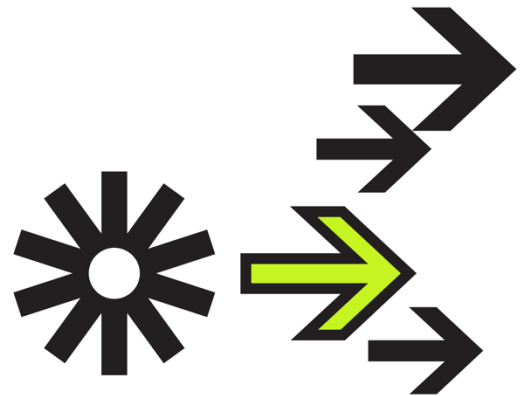
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# About Us

## 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 role

The staff member currently works on the Manchester Disabled People's Project until March 2026, and needs a PA to support them in this role.

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:** Personal Assistant (PA)

**Hours:** 28 hours per week, including planned evenings and weekends

**Hourly rate:** £16; (£29,000 per annum FTE) - funded by Access to Work.

**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 in the first instance.

**Deadline for applications:** 12noon on Monday 10 November 2025.

**Provisional interview dates: 17 to 21 November.** Please apply even if you are not available for these dates - tell us when 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. Non-disabled people may also apply for this role - this is an exception due to the nature of, and funding for this post.

## 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

We are looking for a reliable, proactive and autonomous support worker/ executive personal assistant to work with one of our staff members on a variety of administrative, travel and event-related duties. The role requires a high level of organisation, communication skills and knowledge of the social model of disability in practice.

Our staff member works to support the inclusion and independence of disabled people in and around Manchester and this is an exciting opportunity to be part of the project, contribute to the project and make a real difference to peoples' lives.

Overall, 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 (where possible) using air filters for in-person events (and offering hybrid events where possible). You will be asked to COVID test before each in-person event.
- Some in-person events are hybrid using Zoom - the PA will usually be needed in whichever venue the staff member is working (online if they are online, in person if they are in person).
- Online-only events include coffee meetings, consultation meetings, identity groups such as our LGBTQIA+ group and more.

# **Main duties**

**Please note that this role requires someone able to lift approximately 8kg.**

The job will include but is not limited to the following tasks:

## **1. Administration**

- To include scheduling meetings, inputting data, note-taking in meetings and producing action minutes, data gathering and preparation, email coordination, booking taxis for the staff member and event participants, social media updates and organising and submitting expense claims.
- Online Meeting support including monitoring chat messages, troubleshooting technical issues, help identifying appropriate resources during meetings, and closing meetings as needed.

## **2. Travel Support**

- Including travelling with our staff member from their home address to venues. This could be either in their car or in taxis that have been booked.
- Duties also include arranging (and chasing) taxis for project participants as needed.
- Assistance required includes (un)loading equipment, including wheelchair, in the car/taxi to venues and from the GMCDP storage unit.
  - Wheelchair assistance (dismantling, reassembling, lifting, moving etc) - due to the heaviest single part of the wheelchair, the post holder needs to be able to lift approximately 8kg

multiple times per day when working away from home. Our staff member self-propels their wheelchair, and typically only needs assistance over challenging ground or steep slopes. Training will be provided.

### **3. Event Support**

- Helping to run weekly online coffee meetings, including monitoring chat messages, troubleshooting technical issues, helping to provide relevant links to further information quickly during the meeting, time keeping, and sending follow-up messages promptly.
- Preparatory visits to identify and troubleshoot accessible facilities.
- Manually set up/ pack away venues including lighting, technical equipment, food/drinks and plates/cutlery/crockery.
- Occasionally, you may be asked to quickly pick up last minute items from nearby shops (using project funds).
- Event support e.g. welcoming participants, writing on boards and group discussion facilitation, helping participants locate and access food and drink, toilet facilities, taxis, etc.

### **4. Project Support**

- Assist planning, drafting and proofreading of documents, reports and communications.
- Help to manage volunteers and agency PAs.
- Data gathering and preparation, including preparing feedback forms.
- Maintaining records - e.g. project and staff member expenses, event attendances, feedback and complaints, etc.
- Setting up events in our online systems.

## **5. Holistic Support**

- Help regulate work around our staff member's health needs, especially when they are recovering from regular medical treatment. This includes keeping the staff member on track and ensuring they are not overcommitted.

# 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 Excellent organisational and communication skills

2.2 High level of attention to detail/accuracy

2.3 Ability to work independently and proactively

2.4 Comfortable with assisting physical mobility and holistic support

2.5 Able to communicate with a wide range of stake holders at all levels and from a variety of communities.

## **3. Experience**

3.1 Personal experience of disability

3.2 Administrative and software IT experience, and ideally Mac decides and apps/software. Role requirements include:

- a. Manipulating data in spreadsheets (combine multiple sheets, removing duplicates, sorting, combining records, doing calculations including averages, totals, greater than; pivot tables a bonus).
- b. Running reports from event management systems such as Eventbrite and MS Forms
- c. Setting up events and scheduled communications in event management systems such as Eventbrite
- d. Scheduling social media content via a management tool such as Buffer.
- e. Producing action minutes from meetings promptly

- f. Maintaining accurate 'to do' lists for yourself and the staff member
- g. Managing own and staff member's calendars and workload effectively

## **4. General**

- 4.1 Accepting and supportive around working with LBGT+ people.
- 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 undergo a Disclosure and Barring Service check.
- 4.5 (Preferred) Driving license and own vehicle
- 4.6 (Preferred) The post holder will ideally be located within 30 minutes travel of Whalley Range, Manchester.

# How to apply



If you'd like an informal conversation about the role before applying, email [kayla@gmcdp.com](mailto: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 Wednesday 26 November 2025** (forms received after then will not be considered) to:

[exec@gmcdp.com](mailto:exec@gmcdp.com) (Do NOT send your application direct to Kayla)

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

## **Job application for: PA to GMCDP Staff Member**

**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:

\*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.

Note: Non-disabled people will be consider for this role

## 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 PA to our Staff Member.

**Please tell us about how you would support our staff member to run a 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 support our staff member 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 Excellent organisational and communication skills

2.2 High level of attention to detail/accuracy

2.3 Ability to work independently and proactively

2.4 Comfortable with assisting physical mobility and holistic support

2.5 Able to communicate with a wide range of stake holders at all levels and from a variety of communities.

## Part C: Experience

In this part of the form you need to show us how you would use your experience in the role of PA to our staff member.

**Please share 2 examples about how your experience - including any voluntary or unpaid roles - has helped you meet the experience part of the Person Specification. Please use this space to explain how this experience will help you to support our staff member, for example, complete a funding application or a 6-monthly monitoring report for existing funders.**

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

### 3. Experience

3.1 Personal experience of disability

3.2 Administrative and software IT experience, and ideally Mac decides and apps/software. Role requirements include:

- a. Manipulating data in spreadsheets (combine multiple sheets, removing duplicates, sorting, combining records, doing calculations including averages, totals, greater than; pivot tables a bonus).
- b. Running reports from event management systems such as Eventbrite and MS Forms

- c. Setting up events and scheduled communications in event management systems such as Eventbrite
- d. Scheduling social media content via a management tool such as Buffer.
- e. Producing action minutes from meetings promptly
- f. Maintaining accurate 'to do' lists for yourself and the staff member
- g. Managing own and staff member's calendars and workload effectively

## **Part D: General**

Please confirm that you are willing to work as described in points 4.1 to 4.5 in the Person Specification - repeated below for reference. Please state whether you meet the preferred points 4.5 and 4.6. If 'no' to 4.6, please indicate the typical travel time from your home to Whalley Range, Manchester.

### **4. General**

4.1 Accepting and supportive around working with LBGT+ people.

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 undergo a Disclosure and Barring Service check.

4.5 (Preferred) Driving license and own vehicle

4.6 (Preferred) The post holder will ideally be located within 30 minutes travel of Whalley Range, Manchester.

## **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!**