

**Greater Manchester Coalition of Disabled People**

**Membership Worker Job 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, numbering and addressing each item.**

**Personal Values**

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

**1. Knowledge.**

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

1.2 Understanding of equal opportunities and intersectionality.

1.3 Understanding of the importance and limitations of confidentiality.

1.4 Understanding of accessible design principles, and how to incorporate these across multiple platforms and formats.

1.5 Understanding of co-design and co-production methodologies.

1.6 Understanding of the activities and tasks required to effectively build membership to progress a social movement.

**2. Skills**

2.1 Proven ability to communicate and network with both groups and individuals in a variety of settings including video call and in-person.

2.2 Ability to write and appropriately present a variety of information, in accessible and creative ways.

2.3 Ability to promote the organisation to a wide audience of individuals and organisations, engaging and outreaching through a variety of mediums including social media, email and verbally/in person.

2.4 Excellent and effective interpersonal, relationship management and communication skills, and the ability to relate positively with a wide range of people, including organisations, staff team and members/individuals

2.5 Ability to identify and remove communication and access barriers.

2.6 Ability to develop, organise and deliver accessible events, meetings, workshops and sessions.

2.7 Ability to act as a liaison/point of contact, working with people on a 1-2-1 basis and connecting them to relevant opportunities or information

2.8 Able to plan and prioritise own workload in meeting the project targets, and to track and monitor progress to targets.

2.9 Ability to maintain records and produce clear written and oral/in person reports.

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

**3. Experience.**

3.1 Experience of movement building and/or related activities such as outreach, engagement and networking.

3.2 Experience of organising and running accessible events, meetings, or other group activities.

3.3 Experience of monitoring and evaluating project activities, keeping to deadlines and targets.

3.4 Experience of building effective rapport and working relationships with a wide range of people

3.5 Experience of organisational and administrative tools such as Microsoft Office, and maintaining a membership CRM database/maintaining contact records

3.6 Experience of successfully working on your own initiative and as part of a number of teams.

**4. General**

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

4.2 Willingness to work flexibly, including evenings and weekends.

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.