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**Job Description**

**Job title:** Disability Equality and Inclusion Officer

**Salary:** NJC Scale Points 23-25 £26,999 - £28,785

 Starting Point 23 £26,999 pro-rata £21,599

**Hours:** 28 hours per week

**Place of work:** Caerphilly

**Responsible to:** Policy and Programmes Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members, Stakeholders

**Contract:** Fixed Term Contract until 31st March 2021

 *(potential for extension subject to funding)*

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**An outline profile of the post:**

* To be responsible for the development and delivery of DW’s programme of regional networks, events and training sessions; to promote knowledge and understanding of the Social Model of Disability to the membership, stakeholders and clients and promote good practice in disability and inclusion; to develop and deliver Disability Equality Training initiatives; to lead on outreach to underrepresented groups within DW’s membership.

**Key requirements of the role of Disability Equality and Inclusion Officer**

* Promotion of equality for all disabled people in Wales
* To develop a capacity building programme for disabled people and their organisations to participate effectively in policy development and campaigns at national, regional and local level
* Develop, deliver and facilitate regional events and membership networks
* Develop and deliver disability equality /Social Model training and awareness raising programmes
* Engagement with members and stakeholders on disability equality issues and Social Model including promoting good practice
* Lead on outreach to underrepresented groups
* Social Model – to promote its adoption and implementation to relevant agencies in Wales, including the Welsh Government.

**Job Responsibilities:**

* Provide advice, guidance and support on disability equality and inclusion to members, stakeholders and other organisations
* Establish, maintain and develop peer-group events, training and networks
* Develop and deliver regional events, membership networks and training awareness programmes throughout Wales
* Ensure ongoing monitoring, evaluation and review of events, networks and training awareness programmes to DW members, stakeholders and other organisations
* Assess members and stakeholders understanding of the Social Model of Disability, disability equality and promote awareness
* Prepare and deliver presentations and workshops to members, stakeholders and partner organisations
* Present disability equality issues at appropriate events
* Design, deliver and evaluate Disability Equality Training courses and sessions as required
* Produce training and event packs for participants

**General Duties**

* To undertake any other duties as required which are in keeping with the aims of the post.