




Commissioning Officer – Job Description

  	Title:	Commissioning Officer
	Salary:	£6,831 (actual)/£8.21 per hour
	Hours:	15 hours per week
	Contract type:	Fixed term until 30 th September 2021
	Reporting to:	Commissioning Officer at South Tyneside Council and Head of Communities at Your Voice Counts
	Support:	The Commissioning Officer will be supported in their job by an Involvement Worker from Your Voice Counts
	Location:	<p>Due to Covid-19 the post is carried out from home using a laptop, Zoom and Microsoft Teams.</p> <p>After Covid-19 South Tyneside - within either South Shields Town Hall, Cleadon Park or Monkton Hall in Hebburn.</p> <p>Work will also take place in specialist inpatient settings, children centres, libraries or community centres across South Tyneside.</p>
	Job purpose:	Supported role to represent the views of people with learning disabilities and/or autism in South Tyneside as part of a team working to make changes to health, care and education services.

About the job



We are looking for someone who has a learning disability and/or autism and good local knowledge of South Tyneside to work within the Joint Commissioning Team at South Tyneside Council, with support from Your Voice Counts.



The team is responsible for transforming health, care and education services in South Tyneside, and we are looking for a **Commissioning Officer** to represent the views of people with learning disabilities and/or autism and their families in this team.

The **Commissioning Officer** will gather views from individuals, parents, carers and other members of the community about services in South Tyneside.

They will share these views with the Joint Commissioning Team.



They may also deliver training and awareness sessions to people with learning disabilities and or autism.

The work will help to achieve South Tyneside's Vision for people with learning disabilities which says;

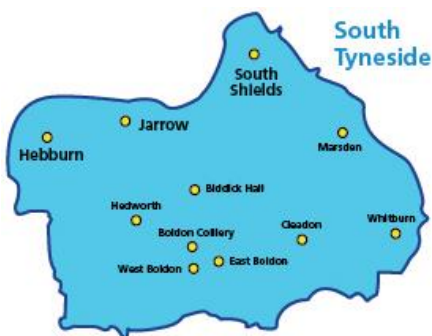
"South Tyneside wants people with learning disabilities and autism and their families to have a good life. We want people to have their own say about how they live their lives"

We think people should have:



- Good support and care that they can trust
- Support to feel safe
- The choice to do things on their own - Independence
- The right to have friends and spend time with friends
- The right to have a relationship if they want one
- A feeling of belonging in their community. This can be joining in with others where you live, feeling welcome where you go, and not feeling left out.
- The right to decide what support is best for them
- The choice to do things that make them happy, healthy and well

List of Skills



The person we are looking for will:

- Have a learning disability and/or autism
- Have experience of health and/or social care services in South Tyneside

- Have good local knowledge of South Tyneside
- Want to make care, education and health services better for people with learning disabilities and/or autism
- Be able to talk confidently with families, children, young people, adults and other professionals
- Be a good listener
- Be good at collecting and remembering information
- Not give up easily
- Be good at talking about other people's experiences as well as their own
- Be flexible
- Be good at coming up with ideas
- Have experience of speaking up at meetings

If this sounds like you, we would love to hear from you.

How to apply for the job?

Please fill out the application form and return to:



jobs@yvc.org.uk

or



Jenny Linn-Rohde, Your Voice Counts Unit 12 Interchange Centre, West Street, Gateshead, NE8 1BH

Please return by 5.00pm on 30th September 2020.

Interviews will take place via Zoom on Wednesday 7th October 2020.

For more information about this role, please call 0191 478 6472.

We are committed to equal opportunities for all and would especially welcome applications from Black, Asian and Minority Ethnic people.