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# The Alliance for Inclusive Education (ALLFIE)

# Job Description

**Our Voice Youth Officer**

**Responsible to:** ALLFIE’s Director

**Salary:** £28,907 per annum pro rata

**Hours:** 19 hours per week

**Contract length:** Fixed term contract - 3 years

**Annual Leave:** 25 days per year plus bank holidays pro rata

**Background**

The Alliance for Inclusive Education (ALLFIE) has led the lobby for change in inclusive education for over 30 years, as the only national Disabled people’s campaigning organisation working on this issue.

ALLFIE’s vision is to create an inclusive society, by ensuring inclusive education within mainstream settings for ALL Disabled people. We campaign for ‘a world where inclusive education is a right not a struggle’, and for Disabled pupils and students to be fully included in mainstream education, training and apprenticeships, with **all** necessary support. We also create the [resources](http://www.allfie.org.uk/resources/) that people and organisations need to advocate for inclusive education, training and apprenticeships and to develop good inclusive practice.

**Purpose of the role**

The post-holder will support, strengthen and expand Young Disabled People’s (YDP) voice within the Disabled People’s Movement.

You will build the confidence and capacity of YDP (aged 16 - 30), to use their voice and lived experiences to campaign for equality in education. The project will help ALLFIE deliver its strategic goal to ensure that future generation of Disabled pupils are free from a lifetime of disablism/ableism in education, and that they receive the same life chances as someone who is not Disabled.

**JOB DESCRIPTION**

1. **Role responsibilities**

* Set up and support a new project for 10 YDP from across England, aged 16-30, to build capacity and campaign for inclusive education
* Implement and deliver the project in line with ALLFIE’s vision, values and goals
* Deliver a project which empowers YDP to lead change through a community empowerment approach
* Create opportunities for a youth-led movement for change and support YDP
* Engage with YDP’s peers to explore their experiences of education using mediums, including music, art and podcasts
* Get involved in learning how to tackle discrimination through writing to their MP, producing articles and engaging with specific movements for change
* Use digital technology to build a core group, identifying their training needs and delivering workshops to develop their leadership skills
* Improve digital accessibility through increasing the use of different platforms such as Instagram, YouTube and Podcast for sharing resources. This, in turn, will increase engagement, help to build confidence, develop skills to challenge disability inequality and create new leaders
* Lead activities and create YDP friendly and accessible online content, from the lens of lived experiences
* Increase intergenerational and intersectional understanding and give the YDP a platform to share their views and test ideas
* Respond to requests for information internally or externally
* Coordinate and support the development of the project
* Document lessons learned on the project and share findings
* Identify project risks and facilitate solutions.
* Work with ALLFIE’s Director to ensure the project remains compliant with grant agreement

1. **Administration and monitoring**

* Work with ALLFIE’s Director to review and submit monitoring reports to grant funders
* Work with the Finance Officer and Director on financial reporting to grant funders and to manage the budget
* Follow the organisation’s financial procedures to manage budgets
* Ensure project files are maintained within an agreed system
* Maintain effective systems ensuring consistency with ALLFIE’s operational requirements and policies
* Provide project reports and updates to ALLFIE’s Director

1. **General responsibilities**

* Ensure that the organisation’s policies and procedures are adhered to, including ALLFIE’s Equality of Opportunity policy and safeguarding policies
* Carry out tasks to agreed work plans
* Provide updates to ALLFIE’s Director and Board of Trustees, as required
* Contribute at team meetings, to ALLFIE’s newsletter and create website content
* Attend internal meetings and training including team meetings, Away Days, Supervision, Appraisals and AGMs

**PERSONAL SPECIFICATION**

**Essential criteria**

Knowledge, Experience and Skills

The successful candidate will demonstrate knowledge, experience and skills in the following areas:

* Lived experience as a Disabled person
* A strong commitment and a genuine respect to work within the spirit of the social model of disability, intersectionality and ALLFIE’s principles
* Ability to communicate effectively with YDP and team members
* Ability to demonstrate range of methods used to engage YDP in campaigns and work activities
* Knowledge of current relevant issues to YDP
* Experience of assisting in the delivery of youth work programmes
* Experience of leading activities to create YDP friendly accessible online content, from the lens of lived experiences
* Experience of encouraging and motivating YDP to form positive relationships
* Experience of working face-to-face and/or virtually with YDP
* Good knowledge of digital technology to build networks, identify training needs and deliver workshops
* Good knowledge of getting involved and assisting YDP to tackle discrimination, for example through writing to MPs, producing articles, and engaging with specific movements for change
* Experience of creating and publishing content on social media
* Experience of monitoring, reviewing, and evaluating work

Aptitudes / Personal qualities

* Understand and demonstrate a commitment to promote equality and inclusion    Motivated and able to take initiative
* Ability to work independently or within a team
* A ‘people person’: Can demonstrate strong interpersonal skills, including engaging with YDP
* Attention to detail and excellent organisational skills
* Curious and always wanting to learn, with a commitment to personal and professional training and development

Other requirements

* Willingness to travel in and outside of London, and work occasional evenings/weekends
* Willing to undergo a Disclosure and Barring Service (DBS) check

**Desirable criteria**

* Knowledge of the Disabled People's Movement