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**Social Welfare & Inclusion Lead**

September 2022

**Role Description**

A full-time appointment, working 35 flexible hours per week and reporting directly to the Chief Executive. This may include working outside office hours and at weekends.

The Social, Welfare and Inclusion Leadwill by nature and by action demonstrate an empathy with the mission of the society together with a passion for working for the needs of the blind or visually impaired individuals (VIP’s) and communities on the Island.

The Social, Welfare and Inclusion Lead will be responsible for delivery of service against the service specification within the Manx Care Partnership Agreement.

The Social, Welfare and Inclusion Lead will ensure that all those using or referred into our services are provided with the most appropriate levels of support and assistance to live their lives as independently as possible.

The Social, Welfare and Inclusion Lead will support the delivery of “Moving Forward”, implementing the operational ethos by enabling and empowering our members, providing them with opportunity and choice to support their independence and wellbeing and building a sustainable, fiscally disciplined and accountable service.

The Social, Welfare and Inclusion Leadis often the primary point of staff contact between blind or partially sighted people and Sight Matters. The post holder will work with family, friends, professionals and those supporting people with sight challenges. They hold a high position of trust within and will be required and empowered to make decisions for the benefit of those using our services.

**Main Responsibilities**

* The Social, Welfare and Inclusion Leadis responsible for assessing and addressing the needs of all new, and when required, existing members. This will include ensuring any referrals are dealt with expeditiously.
* The post holder will be trained in magnification assessments to support the initial assessment process.
* The post holder will where necessary and appropriate, refer to other services within Sight Matters or to other statutory and/or third sector partners.
* The post holder will be required to build and develop partnerships with statutory and other third sector organisations and be proactive in seeking partnership working for the benefit of the blind and visually impaired.
* The postholder will be required to sit on a number of partnership groups and represent Sight Matters and the blind and visually impaired.
* The post holder will become familiar with local benefit allocations and be required to fulfil a social advocacy role to assist members in completion of benefit claims and appeals, where necessary.
* The post holder will supervise the Inclusion Support Team, a small but experienced team of individuals, who provide the wider range of social, inclusion activities across the service.
* The post holder will build and develop further support programmes designed to meet the needs of our members, including but not limited to, courses for those newly diagnosed with sight loss and social inclusion activities for those under 18 and over 18.
* The post holder will be responsible for identification of training relevant to the services we provide to enable and empower the blind and visually impaired live independently, and enjoy a fully participative lifestyle.
* The post holder will, when necessary, operate with a hands-on approach by attending and supporting any social inclusion activity, if required.
* The post holder will be responsible for the maintenance of accurate, relevant and up-to-date records.
* The post holder will produce short outcomes based written reports to the Chief Executive on a bi-monthly basis.
* The post holder will produce a bi-annual report for Manx Care based upon service delivery specification against the Partnership Agreement.
* The post holder may be required to deliver vision awareness training sessions to partner agencies that request, or require, such training. The post holder will also be required to identify opportunities through partnership working, to deliver such training.
* The post holder will maintain excellent relations with the Nobles Hospital Eye Clinic Liaison Officer liaising regularly and acting as the main point of contact for new referrals.
* The post holder will work in full compliance with all of our policies and procedures, operating with enhanced responsibility in the area of safeguarding, risk assessment, confidentiality and GDPR.
* The post holder will be committed to continuous professional development in line with the needs of the organisation and will be responsible for identifying opportunities for their own development. They must be willing to undertake training necessary for their role, travelling off island for any such training, if required.
* The post holder must hold a full driving licence.
* The post holder must be willing to travel off island for the annual holiday with members.
* Sight Matters has a team ethos. All staff may be required to cover the work of their colleagues and should understand their colleagues’ roles. The post holder will be no exception and will be required to undertake any reasonable task required by the Chief executive.

**Sight Matters is a trading name under Manx Blind Welfare Society registered Charity No 132**