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# The Alliance for Inclusive Education (ALLFIE)

# Job Description

**Capacity Building Development Officer**

**Responsible to:** ALLFIE’s Director

**Salary:** £35,057 per annum, pro rata

**Hours:** 21 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**

This post sits within the capacity building area of our programme to share and build the skills of Disabled People’s Organisations (DPOs) to influence them to support ALLFIE’s campaign for inclusive education. The project is London-based to build the capacity and skills of DPOs to campaign for inclusive education locally. This work will ensure that Disabled children and Young Londoners escape a lifetime of poverty.

The post-holder will develop, coordinate and project manage all aspects of the “Stronger Voices” project. The successful candidate will influence London DPOs to get involved in ALLFIE’s campaigning and lobbying work ensuring the project meets its deliverable targets within the project timeframe, document lessons and respond to monitoring requirements.

**JOB DESCRIPTION**

**MAIN RESPONSILIITES**

The Capacity Building Development Officer is responsible for ensuring that the “Stronger Voices” project achieves its project aims on time, stay within the project’s budget and meet outcomes. The post-holder will work with other team members to maximise resources and work towards achieving our objective; a world without segregated education and poverty.

The main responsibilities of the roles are as follows:

1. **Role responsibilities**
* Coordinate and support the development of the project
* Set up and support a London-based DPO forum to build capacity, campaign for inclusive education and a legacy to end lifetime poverty for all Disabled Londoners
* Produce capacity building toolkits, resources and publications to influence local DPO’s to get involved in ending segregated education and lifetime poverty Disabled people experience
* Build and maintain networks and relationships with local authorities (including LEA’s), local MPs / councillors, think tanks, local campaign / pressure groups and other organisations as allies to support the delivery of the project outcomes through co-production on resources
* Keep updated on campaigns / policies / political issues and share findings
* Facilitate (in-person / virtual) monthly DPO forum meetings, roundtable discussions and other events that offer peer and shared learning to build capacity
* Act as a link between the DPO London forum members
* Implement and deliver the project in line with the vision, values and goals of ALLFIE
* Document lessons learned on the project and share findings
* Identify risk issues that need to be resolved during the project and facilitate solutions
* Work with ALLFIE’s Director to ensure that the project remains compliant with grant agreement
* Liaise and build good relationships with ALLFIE staff to ensure the delivery of the project
* Work with ALLFIE’s Disabled Black Lives Matter (DBLM) group to ensure that the project is reflective of Disabled Londoners with intersectional experiences
* Respond to requests for information internally or externally
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 that 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 website content
* Attend internal meetings and trainings including team meetings, Away Days, Supervision, Appraisals and AGMs

**PERSON 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 personal commitment and a genuine respect to work within the spirit of the social model of disability, intersectionality and ALLFIE’s principles
* Experience of planning, setting up projects and successfully improving and maintaining projects
* Good knowledge and understanding of inclusive education debates from a social model perspective, including awareness of the barriers relating to poverty faced by Disabled people
* Experience of working with a range of stakeholders, including Disabled children and young people, families and education professionals
* Good knowledge of how to develop and maintain effective partnership working across DPOs and local authorities
* Good knowledge of inclusive participation practice
* Knowledge of networking and capacity building
* Knowledge of some education law, policy and practice to tackle poverty
* Good knowledge of monitoring, evaluation and reporting
* Knowledge of methods of training, development and creating resources
* Excellent communication, presentation, negotiation and influencing skills
* Excellent partnership, facilitation and interpersonal skills.
* Ability to engage and work in an accessible and dynamic way with diverse groups
* Ability to be self-motivating, well organised and working to deadlines
* Ability to monitor outcomes and continuous performance improvement
* Excellent IT skills including: Microsoft Office; databases; websites and social media
* Ability to produce clear and precise written material, including publicity
* Ability to work under pressure and to tight deadlines

Aptitudes / Personal qualities

* Understand and demonstrate a commitment to promote equality and inclusion
* Motivated and able to take initiative
* Work independently and within a team to effectively deliver work programmes and other areas of ALLFIE’s work
* A ‘people person’, can demonstrate strong interpersonal skills,
* 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 London and work occasional evenings / weekends
* Willing to undergo a Disclosure and Barring Service (DBS) check

**Desirable criteria**

* Knowledge of Disabled People's Movement
* Experience and knowledge of working across government departments and Local Authorities is desirable