



National Federation of Voluntary Service Providers

Supporting people with intellectual disability (CLG)

Job Description

Assisted Decision Making (Capacity) Act Coordinator

Post Details

Job Title: Assisted Decision-Making (Capacity) Act Coordinator

Salary Scale: Grade VI* Clerical and Administrative Scale

Tenure of Employment: Fixed one-year contract

Location: Oranmore Business Park, Oranmore, Galway

Introduction:

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability (National Federation) is the national umbrella organisation of not-for-profit agencies providing direct supports and services to people with intellectual disability in Ireland. Across almost 60 organisations, our members support more than 26,000 children and adults with intellectual disabilities and their families, providing services and supports throughout the lifespan. National Federation member organisations have community presence and connection across large urban centres and small villages throughout Ireland. The National Federation Secretariat supports its member organisations in relation to strategic and operational areas relevant to their needs and requirements. (See www.fedvol.ie for further information)

Purpose of the post:

Reporting to the Chief Executive, and supporting the work of the National Federation's Assisted Decision-Making Reference Group, the Assisted Decision-Making Co-ordinator will play a key role in supporting the National Federation member organisations in their preparation for, and application of the Assisted Decision Making (Capacity) Act.

The ADM coordinator is a member of the National Federation team, which is a small service focussed, outcomes-based team. Responding to and supporting the development of policies, training and supports in response to the ADM legislation is a significant role in the National Federation's representation of its members' views and requirements. The rights of people with intellectual disabilities are at the centre of the work undertaken in this key role.

The person appointed will be required to have an understanding of and respect for working according to the mission and values of the National Federation. This requires a personal commitment to the vision expressed both in words and in style of working; a friendly professional manner as a member of the team liaising with our member organisations and key stakeholders; attention to detail; and a confidential approach to all matters.

Qualifications, skills and experience required:

The appointee must have:

- A relevant qualification in an area such as policy, law, human rights, advocacy or similar **and/or** significant experience working in disability services in a related capacity;
- A clear knowledge and understanding of the Assisted Decision Making (Capacity) Act and its implications
- Knowledge and understanding of national policy and implementation within the intellectual disability sector, including the United Nations Convention on the Rights of Persons with Disabilities
- A firm commitment to a human rights-based approach for service delivery
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and oral presentation skills.
- Ability to gather and analyse complex information and consider the range of options available.
- Strong numerical, analytical skills and attention to detail.
- Excellent teamwork and collaborative skills.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders.
- Willingness to assume responsibility, ownership and accountability.
- A track record of delivering projects in a complex multi stakeholder environment, as relevant to this role.
- Full Clean Drivers Licence which qualifies the candidate to drive on Irish roads is essential.

The following would be desirable in a candidate:

- 5 years post graduate experience, three of which should be relevant to the disability or community and voluntary sector.
- Experience in the development of training materials and supports in the area of disability
- Proven ability in developing and implementing project plans.
- Previous experience in supporting people with Intellectual Disability and Autism to share their views.

The successful applicant will need to hold:

- A commitment to the values, aims and ethos of the Assisted Decision Making (Capacity) Act and the UNCRPD
- Excellent communication & interpersonal skills.
- A high level of analytical skills
- High integrity and ethics at work
- Commitment to Excellence

Duties and Responsibilities

- To assist the National Federation's ADM Reference Group with their Plan of Work;
- To be fully familiar with the Act and Codes and their practical implementation;

- To work with ADM Reference Group and Board of Federation to agree the scope of work to be carried out in preparation for the implementation of the ADM Act, ensuring through coordination that work is not duplicated between stakeholders;
- To act as the Lead National Federation contact for queries and challenges related to the implementation of the Assisted Decision Making Act (ADM) within services;
- To assist in the co-ordination, collation and dissemination of practices/ structures/information from Disability Services to ensure shared learning;
- To coordinate the National Federation's input into an impact assessment across Disability Services;
- To liaise with HSE Equality and Human Rights Office and National Disability Team to support a coordinated approach to the development of policies aligned to ADM legislation for Disability Services;
- To liaise with HSE Equality and Human Rights Office and other providers with regard to sourcing education/training and information to Individuals Supported, staff and families and other key stakeholders;
- To liaise with external disability agencies (e.g. NDA, Inclusion Ireland, partner umbrella bodies) to synchronise dissemination of information, resources and toolkits;
- To coordinate the development of accessible educational materials for individuals supported in conjunction with disability providers, the Decision Support Service, and the HSE;
- To collate lived experiences from Individuals supported and their families and liaise Decision Support Service and HSE regarding same where required;
- To prepare and present reports and updates to the ADM Reference Group and for external bodies as required.
- Communicate effectively with members and external partners, stakeholders and the public in a manner that represents the culture, values and goals of the National Federation.
- Manage workload to ensure that priority items are dealt with in a timely and efficient manner and that deadlines are met while ensuring that daily objectives are also progressed.
- Respond to the priorities for action in relation to the ADM as agreed by the Board of the National Federation and the National Federation's ADM Reference Group.
- Provide updates on the work undertaken for the National Federation's quarterly General Assembly and as required for Board meetings.

Other duties

- Perform other duties that may be assigned by the Chief Executive (or designate).
- Travel to meetings in other locations as required.
- Maintain good working relationships with our ADM Reference Group, Board, member organisations, and key external stakeholders.
- Respond to queries from National Federation members and external stakeholders.
- Work collaboratively with Secretariat team members.
- Participate in team meetings, review sessions and planning events as required.
- Support the development of reports, presentations and documentation

- Our member organisations support people with intellectual disabilities and autism. You will be required to contribute to providing a welcoming, inclusive and accessible environment that supports people with intellectual disabilities and autism to participate in the work of the Federation, respectful of the rights, equality and dignity of the person.
- As part of the environment of the National Federation and for their own self-development, the holder of this post is required to participate in on-site and/or external training as required.

PARTICULARS OF EMPLOYMENT

Research and Policy Officer (Grade VI)

1. Tenure of Employment

The post is a fixed one-year contract, subject to 6-month probationary period.

2. Location

Oranmore, Galway with the possibility of some remote working flexibility. Travel to member organisations around the country may be required

3. Driving Licence

A full clean driving licence which qualifies the candidate to drive on Irish roads is essential.

4. Garda Clearance / Police Clearance

Garda Clearance is a requirement for employment in the National Federation of Voluntary Service Providers. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance is also required for candidates who have lived abroad for over six months.

5. Remuneration

*The salary for Clerical/Admin Grade VI is aligned to Department of Health Consolidated Scales, and is remunerated as per national Section 39 Pay Restoration Process.

6. Hours of Work

Full time, 37 hours per week Monday to Friday with a requirement to be available outside normal office hours on occasions.

7. Annual Leave

The annual leave attached to this post is 30 days.

8. Pension Scheme

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme for the period of the contract. This is a contributory Pension Scheme.

Informal enquiries to Alison Harnett on 091-792316/ alison.harnett@fedvol.ie

**Closing date for receipt of completed application forms together with CV to info@fedvol.ie
is 5pm on Thursday 5th May 2022**

Shortlisted candidates may be required to give a short presentation to the Selection Board and/or to undertake a brief writing task during interview.

**Given the current COVID-19 restrictions, interviews for this post may take place via MS Teams,
Date to be confirmed.**

The National Federation of Voluntary Service Providers is an equal opportunities employer

