



Development and Support worker job 2025 Posting

We are a self-advocacy group founded and run by adults with a learning disability. We need someone to join us to:

- Help our 500+ members find out about issues that affect them, and support them to talk to the people who provide services?
- Organise meetings and other events, and support our members to take part in them across Manchester.
- Maintain our social media, help develop our website and newsletter. Promote the use of accessible and easy read information.
- Support the development and delivery of self advocate's projects.

Please Download an application pack from our website.

<https://www.manpf.org/coming-up>

Job: Development and Support Worker

Pay: £29,300 pro rata

(Actual Pay 15,070)

Hours: 18 hours a week

Tuesday, Wednesday, Thursday

9:30am to 3:30pm

Contract: The job is funded until 2026 in the first instance.

Location: Our Office and across Manchester

Closing date: 12 Noon, 10th October 2025

Interviews: 17th October, through the day

Start date: To be agreed

Manchester People First

3 Broughton Street

Cheetham Hill

Manchester M8 8RF

Phone: (0161) 839-3700

mcrpeoplefirst@gmail.com

www.manpf.org



Manchester People First – Job Description

Job Title: Development and Support Worker

Responsible to: Management Committee
Manager

Other Contacts: Self Advocates,
Residents and people who use services
Day service and Residential Staff and managers
Commissioners
Parents and Carers

Aim

To support adults with a learning disability to speak up, participate fully, and work together to improve the lives of disabled people in Manchester

Key aims:

To increase membership of MPF, develop engagement opportunities and ensure active and inclusive participation in meetings and events.

Main Responsibilities:

- Develop and promote MPF as an inclusive and accessible self- advocacy group, acting as a strong voice for people with learning disabilities
- Organise and facilitate regular self-advocacy sessions in a variety of settings across Manchester
- Help self-advocates look at issues that affect their lives, support them to find out more about such issues and take up

topics of interest. Issues taken up should reflect a broad range of our member's interests.

- Support the development and delivery of MPF work plans, including special projects and activities which self-advocates choose to undertake
- Identify group and individual development and training needs and facilitate delivery of activities to address these
- Facilitate co-production and other events as and when required
- Promote the production and use of accessible information.
- Promote Manchester People First as a consultation and testing group for easy read materials.

Main Duties:

- Undertake day to day administration duties e.g. dealing with enquiries and correspondence
- Maintain MPF's profile through social media activity
- Produce quarterly monitoring information and management reports
- Organise and co-facilitate a local, annual self-advocacy conference, and other meetings and talks.
- Promote and raise awareness of the communication needs of people with learning disabilities
- Signpost people to other services and support agencies
- Establish links and liaise closely with relevant services e.g. day services, other providers, commissioners, Manchester

City Council, supported living providers, carers, parents and family members.

- Support self-advocates to represent their members on the groups such as the local Health and Wellbeing Engagement Board, the Learning Disability Action Group and Healthwatch groups.
- Support self-advocates to attend regional self-advocacy conferences and events and to network with other self-advocacy groups
- Provide support and supervision for volunteer assistants
- Contribute to the development of the MPF website and newsletter

Key Working Relationships:

MPF members and attendees, self-advocates, independent advocacy workers, service providers, local authority social care management teams, community learning disability health teams and GP practices, children's services, speech and language therapy services, regional self-advocacy organisations and groups, commissioners and other relevant bodies/organisations.

Other Information:

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The post-holder is expected to familiarise themselves with and adhere to all of the organisation's Policies and

Procedures.

- All applicants who are offered employment will be subject to an enhanced Disclosure and Barring Service record check (DBS) before the appointment is confirmed. Criminal convictions will only be taken into account when they are relevant to the post.
- To undertake any training as seen relevant to the post.

Development and Support Worker Person Specification Skills and Effectiveness

Essential

- Ability to work independently and use your own initiative
- Be friendly and approachable and able to communicate and interact positively and supportively
- Be well organised reliable and able to work to deadlines
- Be flexible according to the needs of the project
- Ability to attend meetings, workshops and events and report back to self-advocates in a clear and concise manner and to represent the views of self-advocates
- Ability to keep clear concise and objective records and produce relevant statistics and reports
- Ability to deliver presentations to a range of audiences
- Be computer literate using Apple Macs, video conferencing software such as Zoom, social media and the internet.
- Good presentation skills
- Be able to present information to a range of audiences clearly and concisely

- Ability to mediate, negotiate, advocate and cope with the unexpected
- Excellent communication and listening skills with the ability to communicate creatively and sensitively with individuals who have communication difficulties
- Good networking skills particularly with members, staff, other agencies, parents and careers

Desirable

- Skilled in using a range of tools to communicate effectively with people with additional communication needs
- Car Driver with use of a car in work time

Knowledge

Essential

- Knowledge and keen understanding of the barriers faced by people with learning disabilities
- Knowledge and understanding of self-advocacy and practices

- Knowledge and understanding of issues related to disability and disadvantage
- Working knowledge of 'easy read' information and materials
- Knowledge and understanding of equal opportunities empowerment and anti-discriminatory principles
- Knowledge of principles and practices of co-production, co-design and working in a person centred way
- Knowledge of the social and medical models of disability

Desirable

- Knowledge legislation such as the Care Act and others that affect people with a learning disability
- Knowledge of local networks and resources in Manchester and Greater Manchester
- Be able to produce information in an easy read format

Experience/achievements

Essential

- Experience of working with people who have a learning disability, their families, carers and other professionals
- Experience of facilitation of workshops and work sessions
- Experience of facilitation, involvement or participation individual or within groups
- Experience of delivering project work

Desirable

- Awareness of safeguarding law and practices
- Experience of seeking out and securing project grant funding
- Experience of project planning

Education

Essential

- Good literacy and numeracy skills
- Good spoken and written English

Desirable

- Community health or other relevant qualification

Other requirements of the job

Essential

- A commitment to promote choice, independence, rights and inclusion
- A passionate interest in the rights of a person with learning disabilities to speak up about their own lives and things that are important to them at a personal, local and national level
- Ability to work flexibly and have the availability to work occasional evenings and weekends
- Ability to travel to deliver the role in a range of locations across Manchester

- Car owner with a clean driving license
- Good minute taking skills

Desirable

- Able to cook for a number of people
- Be interested in arts and craft



Application Form

Thank you for asking for more information about the job.
Please fill in this form and send it back to us before the closing date.

Fill in this form, do not send us your CV

You can get someone to help you fill it in, or record your answers as audio or video if this is better for you.

Andy Needle (Private & Confidential)
Manchester People First
3 Broughton Street
Cheetham Hill
Manchester
M8 8RF

Closing Date: 12 Noon - Friday 10th Oct 2025.

Interviews: Through the day on - Friday 17th Oct 2025

Job applied for: **Development and Support Worker**

Your Name:

Your Address:

Post Code:

Mobile phone:

Email Address:

Please tell us about the work you have done before.
This can be paid or unpaid. Start with the job you are
doing now, or the last one you did.

Company:

Job title:

Dates from / to:

What you did:

Company:

Job title:

Dates from / to:

What you did:

Company:

Job title:

Dates from / to:

What you did:

Company:

Job title:

Dates from / to:

What you did:

(Use another sheet of paper if you need more space)

Look at the job description and tell us the skills, knowledge and experience you have to do the job.

Look at the person specification and tell us why you think you are the right person for the job and how you meet these needs with examples for each point.

(Use another sheet of paper if you need more space)

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This image shows a full page of handwriting practice paper. It features four identical sets of horizontal guidelines spaced evenly down the page. Each set includes three lines: a solid top line, a dashed midline, and a solid bottom line, providing a structured space for practicing letter formation and alignment.

We need 2 references, 1 must be your current or most recent employer if you have one

Name:

How they know you:

Address:

Post Code:

Phone:

Name:

How they know you:

Address:

Post Code:

Phone:

Posts subject to enhanced Disclosure and Barring Service Check

Signed:

Date:
