

## “ EASY READ JOB DESCRIPTION ”

A **Job Description** informs you of your:

- **Duties** – what you should do and who you report to
- **Tasks** – the things you need to do in the job



This Job Description is for a job with **The Cornwall & Isles of Scilly Integrated Care System**



Working with us as an **Expert with Lived Experience Co-Facilitator / Trainer...**

**Fixed Term Zero Hours**

**Annual Salary:** Is on a **Band Five** salary scale (usually starting at minimum with progression on increment scale)

**Leave and Bank Holidays:** 27 days per year plus Bank Holidays, pro rata if part time

**Pension:** The NHS Pension Scheme is based on length of service and salary at retirement

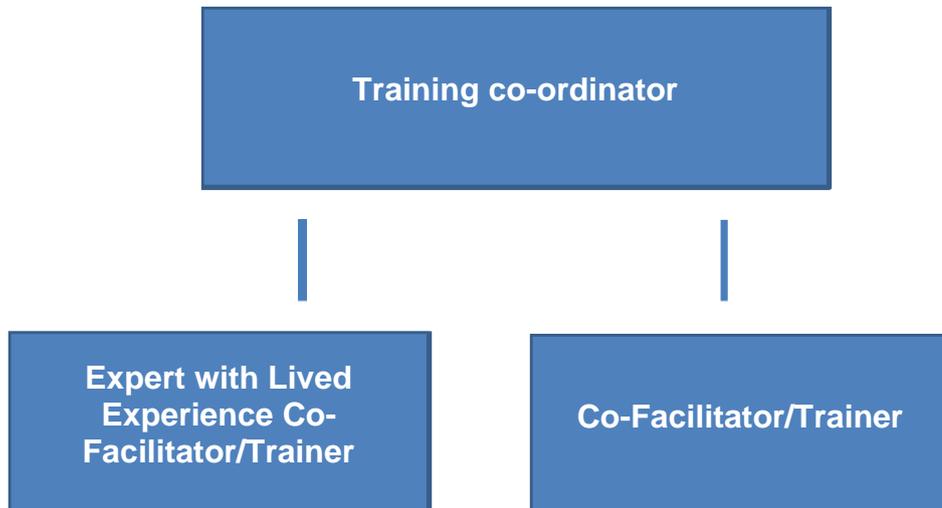


You will be managed by the **Learning & Development Team**



You will work **across different hospital sites** in the **County of Cornwall**

### You will work with:

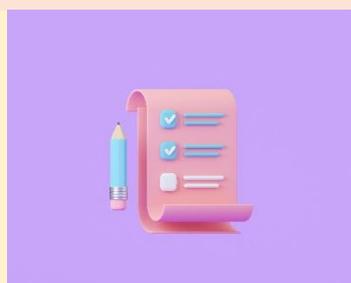


- Clinical / Non-Clinical staff on all the hospital sites across the Trust
- New staff
- The Learning Disability Teams
- Working and Steering Group Members
- Stakeholders

## You are required to:



Pay attention to detail



Manage competing priorities and change



Take responsibility and accountability and **understand your responsibility for health and safety**

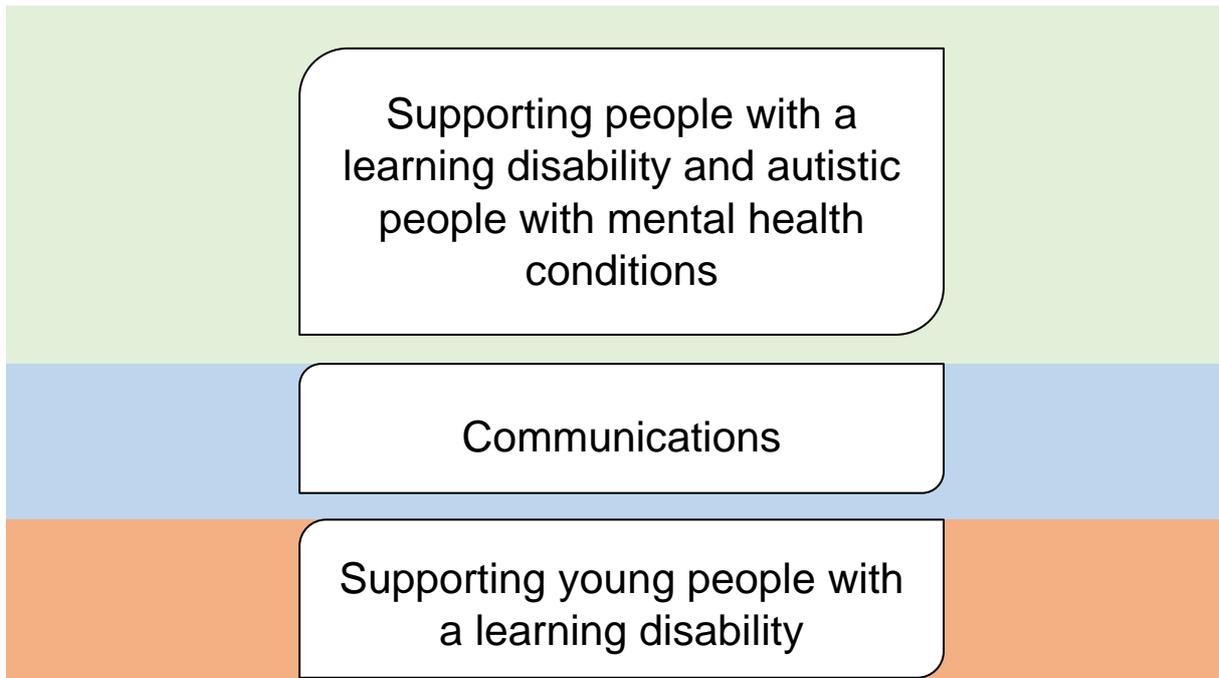
**Be resilient, calm, and professional**

The main tasks of the job that you will be supported with, are to;

- **Co-deliver training on:**

Learning disability awareness

Reasonable Adjustments



The training will take place through:

- eLearning (online training)
- interactive online training
- face-face training in groups of up to 30 people

The sessions will use a range of methods, including traditional training delivery, group discussions and film

## ▪ **Support and Building Good Working**

**Relationships** with stakeholders and colleagues and present a positive image when dealing with them at all times.

Be professional, friendly, and welcoming to people coming to the training

Work with the rest of the team to look at what is working well in the training and what could be improved

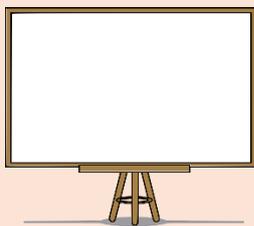
Work as part of a team to deliver the standardised package of training to delegates

Help to change training schedules and plans if necessary to respond to unexpected issues

## ▪ Verbally Communicate Effectively and Openly;



Include and involve others in everything that affects them



Talk in front of groups of people and show good training skills



Talk & listen carefully to other people at work **and ask them questions**



Consider different options and be confident in explaining ideas



Have difficult conversations in a positive manner and support others to share their views



Share your experience of using the learning disability services



**Communicate effectively and respectfully** with delegates before, during and after training

## ▪ Meetings & Training;



Attend meetings at the right place and right time

Travel to training venues across the region

Work flexibly to deliver planned training sessions at evenings or weekends, with agreement

Attend meetings and training to develop relevant skills and knowledge and ensure consistent and high-quality delivery

Be trustworthy and able to keep information confidential

Help to promote the training, make people aware of it and encourage them to attend

Inform people about the Oliver McGowan Mandatory Training at events giving information and instructions on how to attend training

Where necessary, inform trainers/co-facilitators and delegates of anything that may affect the program delivery

Raise any issues with the delivery of Oliver McGowan mandatory training

## **Experience and Knowledge**

Essential:

Having life experience of a learning disability

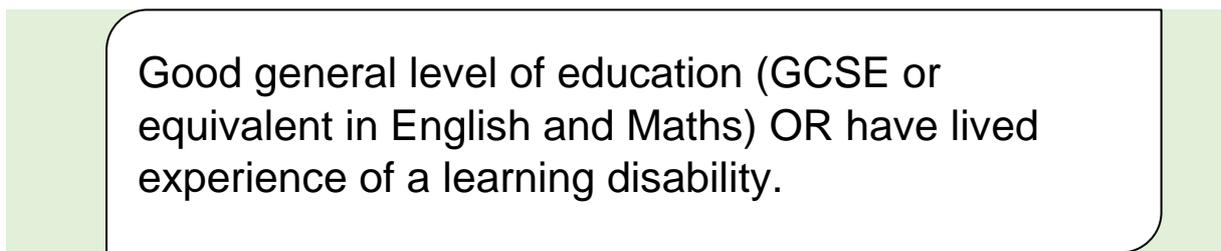
Be interested in delivering training to health and social care staff

Have an understanding of issues around confidentiality

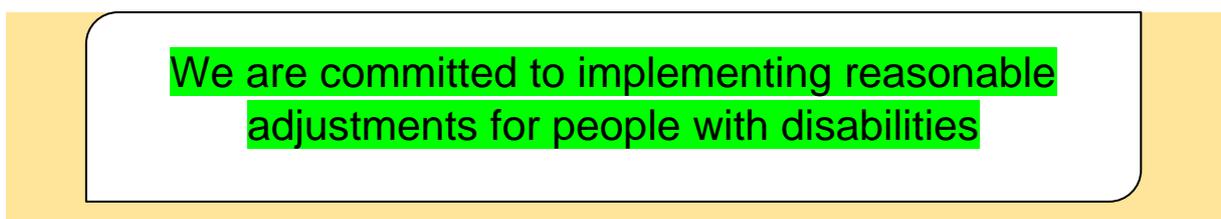
## Desirable:



## Qualifications and Training:



## Useful Information:



We are committed to your training from day one!

The post may occasionally require some flexibility in working hours to cover the opening and closing of events and any associated travel

Where travel is required, it will be the postholder's responsibility to make their own way to and from the event and to have the ability to transport necessary course material with them

When you join The Royal Cornwall Hospitals NHS Trust, you will receive a thorough induction