



**DISABILITY  
ACTION  
HARINGEY**

Charity registration number  
1191762

## **Programme Support Coordinator**

Disability Action

Haringey London,

Greater London

£25,000 - £27,000 per year

Contract, fixed term for 24

months

**We will consider job share for this post.**

### **Job description**

As someone who has lived experience of disability you will be providing support to disabled people with a range of disabilities to enable them to have access to the personal assistant platform and to have greater choice and control over their care and support needs.

### **About the organisation:**

Disability Action Haringey is a new Deaf and Disabled Peoples Organisation that provides disabled people with life opportunities of their choice. This post will be offered on an initial fixed-term contract for a period of 24 months. The successful candidate/s will be a person who defines themselves as disabled and will be part of a team that delivers innovative and sustainable services.

Disability Action Haringey is in the early stages of development, we have recently appointed our first Chief Executive Officer, secured Charity registration and will be operating as a Charitable Incorporated Organisation. As a user-led, pan-disability Deaf and Disabled Peoples Organisation delivering services, the Trustees are passionate in ensuring Haringey becomes a more inclusive borough where disabled people are seen for their valuable contribution to society and where disabled people have the same lifetime opportunities as non-disabled people.

## About the role:

This is a new role in a newly formed organisation. **Programme Support Coordinator**, you will be expected to:

- Oversee the smooth operation of the PA register to meet the needs of direct payment holders in Haringey.
- Provide training sessions to raise awareness of the PA register to direct payment holders.
- Develop a PA market by raising awareness of the PA register to stakeholders, voluntary organisations and Haringey residents interested in becoming a PA.
- Support direct payment holders with the recruitment process

This is an exciting opportunity to provide disabled people with choice, control and independence in their life.

## How to

### apply Stage

#### 1

Applicants must send both a covering letter and CV. Your covering letter should give clear evidence, with examples, of how you meet all parts of the Person Specification. If applicants only send a CV, their application will be rejected.

**Further details and a job description can be download here from Charity job website**

**The closing date for applications is midday, Friday 2<sup>nd</sup> July .** Only shortlisted candidates will be contacted and, unfortunately, we are unable to provide feedback to candidates who have not been shortlisted. If applicants have not heard from us after four weeks, they can assume that, unfortunately, they have not been selected for interview.

## Stage 2

Interviews will be carried out on rolling basis. All interviews will be conducted virtually on Microsoft Teams.

The successful candidate/s will be offered the position of **Programme Support Coordinator** subject to an enhanced DBS check and satisfactory references.

Disability Action Haringey is committed to encouraging inclusion, equality, and diversity amongst our workforce and eliminating unlawful discrimination, harassment, and victimisation by complying with the Equality Act 2010. We welcome applications from the Black, Asian, and Minority Ethnic Communities, Deaf people and anyone from the LGBTQ+ community.

We want a working environment where individual differences and the contributions of all staff are recognised and valued. To do this, we will proactively tackle discrimination and disadvantage and ensure that no individual or group is directly or indirectly discriminated against for any reason. We expect all Disability Action Haringey employees to champion and live our values through their work at every opportunity.