



Recruitment pack

Independent Living / Community Services Project Manager

www.jbd.org

About Jewish Blind & Disabled

We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision is allowed to become a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety with their own front door. We have over 360 people living across our 7 developments with ages ranging from those in their 30's to over 100 years old.

Most of our tenants are not born with a disability, instead, at some point in their lives they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

Community engagement is at the heart of all we do.

Over the past few years we have become acutely aware of the struggles that some people on our waiting list were facing in managing in their own home. In 2018, we established our Independent Living Advisory Service, a service that takes our expertise into people's own homes. The service both advises and funds the installation of vital aids and adaptations that can support individuals on our waiting list or those who want to remain in their own home to retain their much-prized independence.



Our Vision, Mission and Values

Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to develop to ensure we can meet the needs and increased demand from across the community.

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

1. Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
2. Measure performance and identify support and development needs of our staff
3. Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect.

Our values

Truth and Integrity (EMET) Do what you are supposed to do.
Be accountable. Be professional

Respect (KAVOD) Treat others with respect and dignity

Fairness (TZEDEK) Be fair. Be open-minded and listen

Kindness (CHESED) Show you care. Be compassionate and empathetic.

Role Specification - Independent Living /Community Services Project Manager

Reporting to: Director of Housing Management & Community Services

Salary: Between £35,000 - £40,000 pa pro rata dependent on skills and experience.

Hours: Minimum of 25 hours per week. Days and times of work subject to agreement with line manager. Job share would be considered.
Full time hours - 35 hours per week, 9 am until 5.30 pm Monday – Thursday and 9 am until 2 pm Fridays.

Holidays: 20 days per annum plus bank holidays and Jewish High Holy days. Pro rata for part time staff

Job Type: Permanent

Location: Head Office – Mill Hill East with some travel required.

Purpose of role

The Independent Living/Community Services Project Manager will promote, develop, co-ordinate and deliver JBD's Independent Living Advisory (ILA) service to support and enable Jewish people to continue living independently at home and to ensure increased awareness of the service across the Jewish community in London and Hertfordshire.

The Independent Living/Community Services Project Manager will work alongside the Director of Housing Management and Community Services to identify new opportunities to support Jewish people living with physical disabilities and visual impairments in their own homes (such as peer support groups), and then launch, manage and develop these services across the Jewish community.

Key Tasks

1. Promote ILA and JBD to wider Jewish community in order to expand the service, working in partnership with the Marketing Manager.
2. Assess all ILA applications against JBD criteria, and signpost ineligible applicants to other relevant organisations.
3. Manage the relationship with external Occupational Therapy (OT) service, and establish and maintain relationships with other key stakeholders and third parties such as local authorities.
4. Review all OT reports, advise clients of outcome, and act upon recommendations to determine: what should be referred to local authorities; what should be funded by tenant; what should be funded by JBD.
5. Where necessary apply on behalf of the client for a Disabled Facilities Grant (DFG) or other potential funding sources to support with purchase or installation of aids and adaptations.
6. Oversee budget and monitor loan agreements for equipment and payment agreements with clients, and co-ordinate payment of invoices for OT service and monitor spend against annual budget.
7. Measure ILA performance using appropriate tools and techniques, and report and escalate to management as needed.
8. Close referrals when case is complete.
9. Support the fundraising team with applications for funding for the ILA and Community Services.
10. Work with JBD Tenancy Support Team to identify ways to support applicants to JBD who have not yet been housed. Identify where JBD can work in partnership, where we can take the lead, and where we can use existing JBD offer and facilities.
11. Identify further projects in the wider Jewish community (e.g. peer support groups around sight loss). Develop project scopes and objectives, identifying how to track progress, and ensure that projects are delivered within scope and budget.
12. Develop links and work in partnership with other community organisations, especially referral agencies such as Jewish Care, and synagogue welfare officers.

General

1. Maintain strict confidentiality protocols as defined by JBD policies & procedures.
2. To comply with the Health and Safety Policy and procedures and draw appropriate attention to any unsafe working practice/conditions.
3. To comply with the charity's code of practice to ensure that you act in a professional manner at all times which reflect the values of JBD.
4. To maintain standard of dress that is appropriate to role and in accordance with the charity's dress policy.
5. To adhere to JBD Data Protection and GDPR Policy and ensure that any breach or concerns are reported to your line manager or to the Data Controller.
6. To attend regular meetings with line manager, regular team meetings and undertake relevant training as and when required.
7. To work at any other JBD location, as and when required.
8. To provide support to the marketing team regarding publications and social media.
9. To undertake any other duties within the remit of the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

Person Specification

Criteria	Essential	Desirable
QUALIFICATIONS		
Min GCSE incl Maths/Eng	X	
EXPERIENCE		
Experience of project management	X	
Experience of working on own initiative with minimum supervision	X	
Experience of dealing with vulnerable tenants/customers and providing advice and guidance to them	X	
Experience of dealing with sensitive and confidential information and situations	X	
Experience of liaising with external agencies and developing strong partnerships	X	
SKILLS		
Excellent interpersonal skills and proven ability to communicate effectively at all levels	X	
Ability to communicate well within a team and beyond, both verbally and in writing	X	
Ability to manage the expectations of clients	X	
Ability to manage your time well and prioritise your workload	X	
Strong IT skills	X	
Ability to maintain confidentiality	X	
Ability to maintain professional boundaries and demonstrate personal and professional integrity	X	

Demonstrate strong judgment	X	
Willingness to adapt and grow within role	X	
Commitment to providing high quality customer service and continuous improvement	X	
Full clean driving licence and access to car is desirable but not necessary	X	
Criteria	Essential	Desirable
PERSONAL QUALITIES		
<p>The successful applicant will demonstrate a willingness to commit to JBD's values:</p> <ul style="list-style-type: none"> • Truth and integrity (EMET). • Respect (KAVOD). • Fairness (TZEDEK). • Kindness (CHESED). 	X	
Be empathetic and understanding	X	
Committed	X	
Motivated	X	
Perceptive	X	
Diplomatic	X	
DESIRABLE		
Occupational therapy experience		X
Have a good understanding of the needs of people with disabilities		X
Housing/Tenancy background		X
Adult social care background		X

Terms and conditions of employment

DBS:	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
Probationary Period:	All appointments are subject to a minimum probationary period of 3 months which may be extended if deemed necessary.
Office Hours:	<p>Office based roles: Normal office hours for full-time employees are Monday to Thursday 9am – 5.30pm with a 1 hour unpaid lunch break and Friday 9am – 2pm</p> <p>Non office based roles: Actual hours will depend on the post and location.</p>
Annual Salary:	<p>Salaries are paid monthly in arrears on the last Friday of each month.</p> <p>Salaries are reviewed annually in January.</p> <p>JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.</p>
Holiday Entitlement:	<p>Annual leave will be based on a full-time entitlement of 20 days' paid holiday and 8 Bank Holidays (pro-rata for part-time employees).</p> <p>The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by two days per annum after three years of completed service and a further three days after five years completed service up to 25 days (plus BH).</p>
Sickness:	Entitlements are set out in the individual Statement of Terms and Conditions of Employment
Pension and other benefits:	On successful completion of your probationary period, you will be eligible to join the company pension scheme and Health Cash Plan.

Terms and conditions of employment

Notice:	Notice periods are set out in the individual Statement of Terms and Conditions of Employment
Policies & Procedures:	Jewish Blind & Disabled has a range of policies and procedures to support its staff in their work. These include Data Protection, Confidentiality, Health & Safety, Equal Opportunities, Grievance and Disciplinary Procedures. All employees are bound by JBD's policies and procedures.
Additional Rules:	Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.
Kosher Buildings:	As JBD is a Jewish organisation there are certain rules regarding food that must not be contravened. For example no meat, meat products, shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.
Collective Agreements:	These terms and conditions are not bound by any collective agreements

We can offer you:

- A friendly & supportive work team
- Training & development opportunities
- Competitive rates of pay which are reviewed regularly
- 4% employer pension contribution
- Flexible working opportunities
- Hospital Cash Plan
- Employee Assistance Programme offering 24/7, 365 days a year confidential support with personal legal and financial information and health advice across a range of medical and wellbeing issues
- 24/7, 365 days a year GP telephone helpline
- A range of discounts from major high street brands
- Cash staff referral scheme

Working for Jewish Blind & Disabled

Our staff surveys show that people enjoy working for Jewish Blind & Disabled:

96% of staff members said they were proud to work for Jewish Blind & Disabled in a recent staff survey

95% of staff members said their job is interesting and it challenges them

93% of staff members said their roles gives them a sense of self-fulfilment.



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