



Job Pack

Our Values



Why are we needed?

People with learning disabilities experience some of the most **significant health inequalities** in Scotland, with **poorer physical and mental health outcomes** than the wider population.

They can face **significant barriers to accessing healthcare**, including inaccessible health information, communication barriers and difficulties having their symptoms recognised and understood.

People with learning disabilities can also experience **diagnostic overshadowing**, where changes in their health are attributed to their learning disability rather than properly investigated.

This can make it harder for people to understand changes in their health, communicate symptoms, make **informed choices** and access the **right support at the right time**.

Together, we are working to **improve health literacy**, build confidence and self-advocacy, and ensure people with learning disabilities are **informed, listened to and supported** to make decisions about their own health and wellbeing.





Our commitment to Equity, Diversity and Inclusion

We don't just accept difference, we wholly **support** it and **celebrate** it. Achieving **diversity in the workplace** is a **priority** at Enable Communities.

Our **culture** is one of our **greatest assets** and it's important to us that we **recognise** and **value** each other's differences and treat each other **fairly** and with **respect**. We create a space where you can bring your **authentic self** to work and we **foster a culture** where you can **challenge, grow** and **learn** from each other.

We want our team to reflect the **communities we serve** and our **shared ambitions** for our clients. We are a motivated team **who support people** to achieve their goals and aspirations.

We offer **flexible working practices** that promote a **strong work/life balance** so that when you are at work you can be the **best version of you**.

Values are more important to us than qualifications or experience, so if you don't think you meet every requirement that's ok, we still want to hear from you.

At Enable Communities we are **dedicated** to building a **diverse** and **inclusive** workplace, so if you are **excited** about this role but your past experience doesn't align perfectly, we **encourage you to apply** anyway. You may be the right candidate for this role, or other roles.



Our commitment to you

We want to you be able to perform **the best you possibly can** be through the interview process and be able to fully **demonstrate your skills** and **suitability** for the role.

We want to **get to know you** and see if you're a **good fit** for the job- it's not to catch you out!

We offer all candidates the interview questions ahead of time so you can prepare your answers in advance- we genuinely want you to do well and to hear your best answers, it's not a memory test!

We encourage you to **speak to us** about any **accommodations, adjustments** or **support** you may need to the interview process.

Some **examples** of adjustments we have provided include:

- **Offering a choice of face to face interview or online**
- **Changing the time to avoid peak travel or the school drop off**
- **Providing additional time with interview assessments**
- **Having a job coach with you at the interview for support**
- **Offering a practical work trial**
- **Walking interviews**
- **Visit to the venue in advance**

If you interview in person, our venues are fully **accessible** and we ensure you can **access them easily** using public transport.

Adjustments can **look different for everyone**- it's also okay if you're **not sure** what you need speak to us and **we can help**.

Community Engagement Officer

35 hours per week

Salary - £28,000

Role Profile

As a Community Engagement Officer, you will support women with learning disabilities and additional support needs to better understand and manage the menopause.

Through accessible workshops, one-to-one support and community engagement, you will help women build confidence, increase self-management skills and make informed decisions about their health and wellbeing.

Working across communities, you will deliver a programme of menopause education and support, helping participants recognise symptoms, develop practical coping strategies and access appropriate health & social care services.

You will work closely with women, families, carers, health professionals and partner organisations to create a supportive and inclusive environment where women feel informed, empowered and listened to.

Through this work, you will help improve wellbeing, reduce isolation and ensure women experiencing menopause have the knowledge, confidence and support they need to navigate this important stage of life.

You will support a range of activities, including:

- Menopause education and awareness workshops
- One-to-one wellbeing and self-management support
- Peer support and group discussions
- Signposting to health & social care services
- Carer and family engagement
- Development and distribution of accessible self-management resources

You will play a key role in helping women increase their understanding of menopause, build confidence in managing symptoms, strengthen support networks and improve their overall wellbeing and independence.



What will you do?

You will support our ambition to improve the health, wellbeing and self-management skills of women with learning disabilities by:

- Coordinating the day-to-day delivery of the Menopause Project.
- Providing accessible information and support on menopause, symptoms, emotional wellbeing, sleep, lifestyle approaches and self-care strategies.
- Delivering group workshops and facilitating peer support opportunities.
- Providing individual support where appropriate to help participants achieve their personal wellbeing goals.
- Supporting women to understand their health needs and communicate confidently with healthcare professionals.
- Helping participants access health, social care and community services.
- Working collaboratively with carers, families and support staff to improve understanding of menopause-related changes.
- Promoting the project within local communities and developing referral pathways with partner organisations.
- Building positive relationships with health professionals, community groups, disability organisations and other stakeholders.
- Ensuring activities are delivered in an accessible, inclusive and person-centred way.
- Gathering participant feedback, outcomes, case studies and impact.
- Contributing to continuous improvement through evaluation and learning.

You will be responsible for:

- Managing your workload and priorities effectively to achieve delivery targets.
- Delivering workshop programmes.
- Maintaining accurate participant records and project documentation.
- Recording activities, outputs and outcomes in line with requirements.
- Monitoring progress against agreed project targets & reporting on outcomes.
- Supporting the collection of project evaluation and impact data.
- Ensuring the safe delivery of activities and adherence to safeguarding procedures.
- Identifying and escalating risks, concerns or safeguarding issues.
- Maintaining confidentiality and professional boundaries at all times.

The Skills You Will Bring

We really need you to have these

- Experience of supporting people who have a learning disability, disabled people or other community groups.
- Experience of supporting people to achieve personal outcomes.
- An understanding of the barriers people can face when taking part in community life.
- Experience of delivering group activities or events.
- The ability to build positive and professional relationships.
- The ability to support people to express their views and make their own choices.
- Strong communication and interpersonal skills.
- A knowledge of basic digital skills
- The ability to manage your own workload and priorities.
- Strong organisational skills and attention to detail.
- A person-centred and inclusive approach.
- A positive, flexible and solution-focused attitude.
- Confidence using digital systems to record and report information.
- Knowledge of local communities and community organisations.
- A willingness to travel as part of the role.
- An understanding of safeguarding and adult protection.
- A full UK driving licence



The Skills You Will Bring

We would love it if you had these:

- Knowledge of menopause, perimenopause, or other health issues experienced by women.
- Knowledge of the United Nations Convention on the Rights of Persons with Disabilities, and an understanding of Articles 29 and 30.
- Experience of supporting self-advocacy or campaigning.
- Experience of co-production. – Co-production means people who use a service help to design and deliver it as equal partners.
- Experience of working with volunteers.
- Experience of supporting community or youth groups.
- Experience of working with families and carers.
- Experience of working with affiliate or membership organisations.
- Experience of organising inclusive events.
- Experience of gathering feedback and measuring outcomes.
- Experience of working with local authorities, health services or organisations.

Why?

- Every Enable member is different – People have different interests, goals, communication needs and experiences
- Listen and adapt – Being able to listen and adapt your approach is important
- Strong relationships at the heart – building positive and trusted relationships is key
- Work together – you will work alongside Enable members, families, volunteers, colleagues and partner organisations
- Support and empower – You will support and empower people to make their own choices, develop confidence and take part in activities that matter to them.

Our Benefits

We believe in **developing** all our staff and we provide an extensive **learning programme** together with **career development** opportunities.

Examples have included:

- **Job Specific training including Graduate Apprenticeships**
- **Leadership Development**
- **Executive MBA**
- **Support with applying for international scholarships**
- **Mentoring with senior leaders**

We also provide time monthly for staff to "**Drop Everything and Learn**" and staff have taken up opportunities to **learn BSL** and **upskill** in new areas of work . We also encourage shadowing and learning across our teams so you can better understand different areas of the business. Your **learning journey** is **driven by you** and **your aspirations** and is fully **supported by us**.

We also have an excellent range of staff benefits including:

- Health cash plans providing a wide range of health benefits to help people cover the cost of their everyday health care.
- Employee Assistance Programme
- Blue Light Card
- Cycle to Work Scheme
- Season Ticket Loans