

Disability Inclusion (DI) Advisor



CBM UK

www.cbmuk.org.uk

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Recruitment Pack

CBM UK

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

Our Vision

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Values

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

The Role

The overall vision for our work on disability inclusion is an inclusive world where global and national development and humanitarian policies are implemented by governments, and the associated programmes and investments support the realisation of the rights of persons with disabilities.

Prior to Agenda 2030, people with disabilities were largely left behind in the global push by governments, civil society and private sector actors seeking to improve the lives of those who live in poverty. This has resulted in a generation of people with disabilities who have had limited or indeed no direct benefit from or contribution to development and humanitarian frameworks and their subsequent implementing budgets and programmes. The direct impact of this has been increased vulnerability to poverty for people with disabilities and their families.

In line with the Convention on the Rights of Persons with Disabilities and Agenda 2030, and in support of the aim to leave no-one behind in development and humanitarian responses, the purpose of this role is to identify and pursue opportunities for influencing other governmental, private contractors and development and humanitarian organisations; and to work alongside the disability movement at international, regional and national level to provide advice and capacity development on inclusion to a range of stakeholders.

Based: CBMUK office is currently in Oakington, Cambridge, but moving to Mercers Row, Newmarket Road, Cambridge, in March 2020

Reports to: CEO

Direct reports: None

Salary: £33,593 (with possible annual increment rises)

Hours: 37.5 hours per week

Key responsibilities

- 1. In partnership with disabled people's organisations (DPOs), provide disability inclusion advice and capacity development to stakeholders (50%)**
 - a. Support stakeholders to assess their organisational disability inclusion capacity
 - b. Strengthen the disability inclusion capacity of partner organisations through the provision of training, as well as ongoing capacity development, along with CBM's Country Offices when appropriate
 - c. Provide specific advice on disability inclusion within development programmes, across a range of sectors
 - d. Work with and alongside DPOs and people with disabilities in the provision of advisory support on disability inclusion, developing and maintaining effective partnerships and collaborations with DPOs which focus on two way learning

- e. Develop specific resources for partners as needed, including handouts, articles and training packages
- f. Advocate for the role of people with disabilities and DPOs in all in-country work, along with CBM's Country Office
- g. Broker effective relationships between development partners and DPOs as appropriate
- h. Where appropriate, contribute to the capacity strengthening of DPOs to enable them to more effectively influence development partners for disability inclusive development, along with CBM's Country Office
- i. Contribute to monitoring, evaluation and learning activities relating to disability inclusion
- j. Work closely with internal Programme and Policy colleagues, contributing to internal team meetings and learning, and aligning on strategy and relationship management with external stakeholders.

2. Contribute to the development and dissemination of an evidence base for disability inclusion (10%)

- a. Support partners in the documentation of case studies, best practices and lessons learned, and the planning and implementation of research
- b. Provide disability inclusion advice to research projects in areas of expertise
- c. Contribute to a resource library of tools, publications and research from area(s) of expertise.
- d. Contribute to dissemination of information to key stakeholders.

3. Partnership and contract management (25%)

- a. Identify and support the development of new work opportunities, which lead to new contracts/partnerships/activities
- b. Ensure new work opportunities are in line with organisational and departmental strategy and priorities, including the wider Programme Funding strategy
- c. Manage partnerships/contracts with external partners, including maintaining an appropriate level of communication with partners
- d. Ensure monitoring, evaluation and learning and necessary reporting tasks are completed on time and to a high quality.

4. Organisational representation (15%)

- a. Represent the issue of disability inclusion to various external audiences and relevant stakeholder groups
- b. Play an active role in CBM Global's disability inclusion community of practice
- c. Actively participate in and contribute to UK and international disability inclusion networks
- d. Build and maintain relationships with relevant NGO, research and academic institutions
- e. Carry out other duties as required by the organisation.

Person Specification

Experience and Knowledge	Essential/Desirable
Experience in design, implementation, monitoring and evaluation of rights based development programmes and policies, preferably including experience working on disability inclusion programmes and policies	Essential
Knowledge and experience in two or more disciplines: international development, human rights, policy, disability, gender, a specific sectoral area e.g. education, WASH, governance, humanitarian response etc.	Essential
Experience of participatory monitoring, evaluation and impact assessment of programmes and projects, specifically with people with disabilities	Essential
Excellent writing skills and the ability to contribute to research and monitoring, evaluation and learning activities	Essential
Excellent communication skills, including the ability to adapt pitch, style and content of messages for different audiences, and to communicate in an inclusive manner	Essential
Ability to work in a multilingual and culturally diverse environments with strong cross cultural communication skills	Essential
Experience of working in or with the global South	Essential
Demonstrated experience with safeguarding practices and working with vulnerable groups through participatory approaches	Essential
Available to undertake international travel (up to 20%) in approximately 1-3 week blocks	Essential
Experience of developing and distance managing partnerships with a range of different partners and consortia members	Desirable
Experience of policy and advocacy work	Desirable
Skills/competencies/personal qualities	
Excellent interpersonal skills with ability to develop and maintain networks of communication with a range of stakeholders in developing and developed country contexts	Essential
Strong understanding of disability inclusion theory and practice	Essential
Understanding of the UK and international disability discourse and priorities	Essential
Ability to work as a member of a team, as well as the ability to work in a self-directed manner	Essential
Strong training, facilitation and presentation skills	Essential
Effective use of IT including MS Office and databases	Essential
Commitment to CBM's mission and values	Essential
Demonstrable ability to represent the organisation to senior decision makers with Government /donors, or similar	Desirable
Qualifications, training, and education	
Educated to degree level or above	Essential

Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of annual salary towards the organisation's pension scheme
- Group Life Assurance Scheme
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the "two ticks" scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

Useful Information

Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Employment Checks

All applicants must have the right to work in the UK. Offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and, if required, a DBS Check.



How to apply

Closing date is 9am, 9th March 2020.

Application forms can be downloaded from:

<http://www.cbmun.org.uk/who-we-are/work-for-us/>

Your completed form and CV should be emailed to Trena Battams recruitment@cbmun.org.uk.

Alternatively, you can post your application to:

Trena Battams—HR/Office Manager
CBM UK
Oakington Business Park
Dry Drayton Road
Oakington
Cambridge
CB24 3DQ

Should you have any questions or wish to discuss your application further please contact: -

Trena Battams on 01223 484700 or trenab@cbmun.org.uk