

# Walsall Society for the Blind

## Job Description

<b>Post:</b>	<b>Information Officer</b>
<b>Location:</b>	<b>Hawley House</b>
<b>Hours:</b>	<b>25 hours per week</b>
<b>Working hours:</b>	<b>To be agreed</b>
<b>Salary/Band:</b>	<b>£13,546.00 pro rata</b>
<b>Pension:</b>	<b>Workplace pension (Rules and Regulations apply)</b>
<b>Annual leave:</b>	<b>22 days per year pro rata + Bank Holidays where they fall on your working day.</b>
<b>Special conditions:</b>	<b>Initially a three year fixed term contract. Contract renewal subject to funding.</b>
<b>Responsible to:</b>	<b>Chief Executive Officer and Board of Trustees</b>
Is this job exempt from the rehabilitation of offender's act?	No
Does this post require a DBS check?	Yes
Is this post exempt from job share?	No

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### Job Purpose

The aim of this new role is to proactively engage with more of the local sight loss community, who are not yet registerable as blind and partially sighted, providing early intervention and support on their eye care journey.

### Background

The role will be to reach out to the visually impaired community of Walsall and help them to access relevant sight loss support services. You will promote the services that we offer to people affected by sight loss, by making connections and interacting with individuals in a variety of community and healthcare settings. You will develop excellent working relationships with local opticians,

GP practices, pharmacists, other healthcare professionals and relevant partners; as well as developing links with community groups, local organisations and care providers. You will enable local business, organisations and community groups to better understand the needs of the visually impaired through awareness stands, talks and training sessions.

This post has been made possible thanks to funding from the National Lottery Community Fund.

### **Responsible for:**

The Information Officer will be responsible for the development and delivery of a sight loss information service within the Borough of Walsall.

### **Specific Duties and Responsibilities:**

- To develop positive working relationships with, and establish and maintain referral routes/mechanisms to and from healthcare professionals, statutory bodies, local and national providers.
- Setting up and maintaining a demonstration/ exhibition/ information stand at various events. Demonstrating the charity's work and services that we deliver and the impact they have.
- The post holder will be responsible for providing practical, accurate and detailed sight loss advice, offering information and emotional support to those affected by visually impairment.
- To give talks and presentations to statutory and voluntary agencies and local groups, sharing the importance of eye health and the personal impact of sight loss.
- To seek out opportunities to engage with the sight loss community, the general public and the local healthcare professionals.
- To raise awareness of sight loss across the Borough, demonstrating how sight loss affects individuals and that access to timely interventions can dramatically improve quality of life and increase independence.
- To provide basic visual impairment training as and when required. Helping others to improve their understanding of eye conditions and the impact sight loss has on everyday life.

- Attend meetings, steering groups, forums, training events and other events to promote the benefits of the services.
- To collate and maintain accurate client records to input into quality data using common database tools and WSB database.
- Maintain an up to date and comprehensive information resource relating to services available for people with sight loss. Distributing promotional material in the local area.
- Produce regular statistics and reports and other paperwork as necessary to inform the CEO and board of trustees, funder and other interested parties.
- To work closely with the Fundraising Officer to meet the reporting requirements of the funding body, being the National Lottery community fund.

### **Disclaimer**

This is a new post and is being funded for a three-year contract by the National Lottery Community Fund.

### **Other functions**

- To ensure that charity guidelines are adhered to.
- To carry out other tasks as may be reasonably required.
- Treat with confidentiality, any information about the Society, its Staff, Trustees or Clients that is sensitive, personal or private.
- Be aware of Walsall Society for the Blind Staff Handbook and adhere to all its policies and procedures.
- Participate in supervisions and personal reviews.
- Undertake any other reasonable duties as requested by the Chief Executive Officer

## Person Specification

**Job Title:** information Officer

**Location:** Hawley House

**Method of Assessment (M.O.A)**

**AF = Application Form**

**I = Interview**

**T = Test or Exercise**

CRITERIA	ESSENTIAL	M.O.A
<b>Qualifications skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 GCSE's, a good standard of education, ideally with a qualification in Care and or IT.</li> <li>• Experience of working with the visually impaired and or within the charitable sector.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Excellent research skills.</li> <li>• Ability to prepare and present reports to a variety of audiences.</li> <li>• IT literate and competent in all aspects of Microsoft Office.</li> <li>• High level of self-motivation and experience of working on own initiative as well as a member of a team.</li> </ul>	I & AF
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of report writing.</li> <li>• Knowledge of lived experience.</li> <li>• Experience of public speaking.</li> <li>• Excellent people engagement skills.</li> <li>• Self-Motivated.</li> <li>• Experience of database management.</li> </ul>	T & I
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Good organisational skills – forward thinking with a logical mind.</li> <li>• Confident and happy to speak in public.</li> <li>• Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and meet tight deadlines.</li> <li>• Self-motivated, able to work on own initiative as well as part of a team.</li> </ul>	I

	<ul style="list-style-type: none"><li>• Willing and able to work outside office hours, including weekends when necessary.</li><li>• Willingness to undertake training relevant to the role.</li><li>• Be able to travel independently around the Borough of Walsall.</li></ul>	
<b>Legal requirement</b>	<ul style="list-style-type: none"><li>• As a legal requirement, the candidate must undergo an enhanced DBS check.</li></ul>	

