

Adults First Carer Forum Lead Carer Role Description & Person Specification

Title:	Lead Carer
Hours:	Up to 10 hours per month
Location:	Meetings take place at various locations in Merton

Purpose

To help co-ordinate the work of *Adults First*, and to represent the views of carers of adults with a learning disability at local decision-making forums/committees

Role Description

- To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding vulnerable adults, health and safety, equal opportunities and confidentiality
- To help promote the *Adults First* forum locally to increase membership
- To contribute to the recruitment of *Adults First* Steering Group Members & Representatives
- To Chair the steering group meetings of *Adults First* (approx 4 per year) which decide and monitor the work of the forum
- To help identify key local forums/committees to which *Adults First* representatives should be members
- To help prepare *Adults First* representatives for their role of attending forums/committees
- To help ensure that representatives attending forums/committees represent the views of the *Adults First* membership, rather than only their own views
- To liaise with the *Adults First* Facilitator to ensure that representative meetings take place and that items at these meetings are reported to the *Adults First* steering group and oversee any appropriate action is taken by the forum
- To liaise with the *Adults First* Facilitator to ensure that record of issues raised by members are logged and tracked
- To help identify opportunities for specific campaigns or targeted work, and to help coordinate these
- To keep abreast of local and national policy developments affecting adults with a learning disability and their carers

- To help to befriend, empower or support other carers
- To liaise with the *Adults First* Facilitator to co-ordinate the *Adults First* newsletter (2 per year)
- To ensure steering group representation at all *Adults First* educational workshops, seminars and events
- To contribute ideas and attend the annual *Adults First* conference
- To liaise with the *Adults First* Facilitator to compile a short annual report of *Adults First* activities and achievements

Person Specification

Essential

- To be a carer of an adult with a learning disability
- To be able to look beyond own circumstances and understand the needs and views of other carers
- To include all carers, regardless of background
- To have confidence in voicing opinions, while also being diplomatic and a good listener
- To be able to communicate with professionals
- To be open and non-judgemental
- To be able to absorb and understand information and relay this accurately to others
- To have a basic knowledge and personal experience of local services (e.g. health, education, social care, local charities)

Desirable

- To have held a leading role in campaigning for change and lobbying for others
 - An understanding of how a local authority and health services function
 - An awareness of the difference between a forum (such as Adults First) and a support group
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