



Role Title:	ELFT Ability Network Support Coordinator
Band:	Existing banding on substantive role
Hours:	One day per week (offered as secondment alongside the existing role)
Tenure:	2 years
Reporting To:	Executive Sponsor and Network Equality Leads
Accountable To:	Trust Equality Lead / Director of People and Culture
Main contacts:	Staff, managers and leaders, other network leads, People and Culture Team, Communication Team, Staff Side, external networks, and partner organisations.

ELFT Ability Network Support Coordinator

We are a network of staff working together to take the 'dis' out of disability at work.

This role is for someone who is interested in using their creativity and words to create change within a Trust that is passionate about equality, diversity, and inclusion.

The Network Support Coordinator will be responsible for managing multiple streams of Network's communications and playing a key role in channelling staff voices to increase awareness and promote EDI activities within the Network and the Trust.

This is a fantastic opportunity to develop and apply your skills and knowledge to support and shape a range of initiatives aimed at improving working conditions for our staff with disabilities. The role will also be helping the Trust to develop and maintain a representative workforce and inclusive leadership at all levels.

ELFT Equality Networks

There are six Staff Equality Networks at ELFT

- Women's Network
- RaCE Network
- ELFT Ability Network
- LGBTQ+ Network
- Intergenerational Network
- Men's Network

Each network fulfils various functions including providing opportunities for social interaction, peer support, and personal development. Staff Equalities Networks can also contribute to the development of Trust policies and practices and have a pivotal role in channelling staff voices, building actions plans for organisation development, and improving working conditions of our workforce.

How it Works

The role is for one day a week for two years, as protected time from your existing position, and in addition to your current role within the Trust. For example, if you work 5 days per week, then the 5th working day will be dedicated to this Network Support Coordinator position and you will continue your employment in your substantive role for the other 4 days per week.

Your banding will remain the same as your main substantive role. Your specific Network responsibilities will be discussed and agreed with your Network's Executive Sponsor.

The role will be re-advertised following two years tenure.

Please note: you must discuss the practicalities around the one day per week commitment with your line manager and receive approval from them in order to apply for the role.

Want to find out more?

For an initial discussion, please contact Laura Pisaneschi (laura.pisaneschi@nhs.net) for an appointment.

How to Apply: Expression of Interest

Write a short expression of interest which includes:

- 'Three reasons to shortlist me'
- A summary of 'What I would like to achieve with the Network over the next two years'.

Please submit your expression of interest to elft.ability@nhs.net by 25 August 2023

ELFT Ability Network Support Coordinator Role Description

Working closely with the Executive Sponsor and Network Leads, the role will enable you to apply your communication and engagement skills to build, coordinate, and deliver plans which will support our Trust's EDI and human rights agenda.

This role is for someone who is interested in using their creativity and words to create change within a Trust that is passionate about equality, diversity, and inclusion.

Key Duties and Responsibilities
Assisting the Network Leads in creating and publishing monthly Network newsletter
Supporting the Network to develop and implement communications strategy to raise awareness and increase membership
Writing blogs and articles, especially highlighting the achievements of the Network and its members
Regularly updating and developing the Network's Twitter page
Managing and promoting Network's social media accounts to increase online presence
Updating Network's membership via Network's mailing list and MS Teams Channel
Taking and collecting pictures of events to develop a library of internal stock images
Creating posters for events and meetings and advertising these to increase awareness and attendance
Attending monthly network meetings to stay updated with key information
Co run network events both in services and online
Supporting the Network with any other administrative and support duties
Developing the role to benefit the Network