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Description automatically generated**Job Title: Development Officer**

**Salary:** £24,000 per annum

**Hours:** 21 hours per week (flexible working)

**Contract length:** Fixed term 1 year

Vision Northumberland is a small friendly charity supporting, with the aid of volunteers, blind and visually impaired people throughout Northumberland. We are seeking a Development Officer to work closely with our team to develop pop up events across Northumberland, demonstrating the latest digital/tech applications designed for visually impaired people.

The aim is to reduce loneliness and social isolation; facilitating connections to the outside world through information, advice and training around assistive technology applications.

You will be picking up a well-established service, we are happy to provide training for the right person in relation to the tech available for visually impaired people.

Recruiting volunteers to support the service will be a significant part of the role.

Travelling is an essential part of this role, so access to a vehicle is required. An enhanced DBS check is also required for this role.

We are an Equal Opportunities Employer and a Disability Confident Employer. We welcome applications from all sectors of society.

**Closing Date: Monday 20th November**

**How to apply:** An application pack can be downloaded from our website or by emailing [paula.hately@visionnorthumberland.org.uk](mailto:paula.hately@visionnorthumberland.org.uk). Completed application forms should be returned via email by the deadline above.

If you would like an informal chat about the role or have any questions please call Julie on 01670 514316

Registered Charity Number: 1102386

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Description automatically generated**Job Title:** Development Officer

**Contract length:** Fixed term 1 year

**Hours:** 21 hours per week (flexible working)

**Location:** Reiver House, Morpeth

**Holidays:** 25 days per annum (pro-rata) plus statutory Bank Holidays

**Reporting to:** Operations Manager

Vision Northumberland is a small local charity dedicated to supporting people with a visual impairment in Northumberland.

We are seeking to appoint a Development Officer to work closely with our team to facilitate pop up events across Northumberland; demonstrating the latest Digital Applications designed for visually impaired people that can have a huge impact on their lives.

The position aims to use audio digital learning to tackle loneliness and isolation; keeping our clients connected to family and friends and their community. Many of our clients may not realise that they can download audio apps to their smart phones and tablets to enable them to join in so much.

Our aim is to reduce the social isolation our clients face and keep them connected to the outside world.

It will also involve signposting clients for further support either internally or externally.

**Main Responsibilities:**

Reporting to the Operations Manager, responsibilities will include:

1. Providing targeted outreach support to vulnerable individuals; including those living alone who are known to be more likely to experience social isolation, that can have a damaging effect on their mental wellbeing
2. Assessing basic needs and skills, providing the appropriate loan equipment and support to enable them to move forward
3. Providing coaching, support on what apps are available and demonstrate to clients the impact using tech can have on their lives
4. Support and assist setting service users up with permanent equipment
5. Undertake a community development approach, identifying clients and setting up pop ups to make the support more local and accessible
6. Working closely with other staff to ensure we provide an integrated approach

**As a Development Officer, your role will be to:**

* Manage and maintain a caseload of clients with an holistic approach
* To support clients with a person - centred approach
* Initiate home visits to carry out an assessment of the individual’s needs and refer to other services where necessary
* Provide one to one support to clients to build confidence and skills with the equipment they have such as Tablets and Smart Phones
* Develop handouts for clients for further self-support when the service comes to an end
* Ensure service users are referred to, and are able to access other internal and external services as needed
* Monitoring, Evaluation and Reporting;

## Regularly review the project and monitor agreed targets, making sure accurate records are maintained

## Provide case studies in relation to the project’s impact on clients and volunteers as requested by colleagues

* Keep confidentiality in respect of contacts and information
* Work closely with the rest of the team to promote the organisation and its services through the use of social media
* Be flexible with working hours as some activities and events may need to be conducted evenings / weekends
* To complete any mandatory training as required

**NB: We recognise this is a unique post, therefore, for the right individual we will provide training and support**

To chat about the vacancy please call Julie Boyack our CEO on 01670 514316