



Job Pack

Appointment of Covid-19 Inquiry Manager

Advertised 01/03/2024



Welcome from our CEO

Thank you for your interest in the role of Covid-19 Inquiry Manager at Disability Rights UK.

Now in our second decade, this is an exciting time to join DR UK. We are a Disabled People's Organisation (DPO), which is an organisation for Disabled people that is led and controlled by Disabled people where at least 75% of the board and 50% of staff identify as Disabled. We actively demonstrate our commitment to the Social Model of Disability through our work and hiring practices.

We are part of a UK wide movement of Disabled people led organisations and Disabled people campaigning for equity, equality and inclusion to be embedded in everyday life. We are a Rights based organisation. We have built key partnerships with allies and funders and have an effective working relationship with government departments and policy makers.

The last few years have been very difficult for Disabled people and their organisations – during the pandemic our hard-won rights were challenged, and Disabled people are being disproportionately affected by the cost-of-living crisis. We were never more needed than now.

Within this document you will find background information about the organisation, job description, person specification and information about how to apply. If you would like a chat about the vacancy, or have any questions, please contact us at recruitment@disabilityrightsuk.org

Kamran Mallick, CEO of Disability Rights UK



About Us

We are Disabled people leading change.

Disability Rights UK is the leading charity of its kind in the UK. We are run by and for people with lived experience of disability or health conditions.

We are committed to the Social Model of Disability and led by people with lived experience of disability or long-term health conditions. 95% of our trustees have personal experience.

DR UK is a member-led charity, with Disabled people and organisations led by Disabled people having the controlling vote.

We are committed to working with and for people with all types of impairment and health conditions.

Last year we reached more than 1.2 million people with information developed by and for disabled people

Our free factsheets attracted 1.8 million downloads and over 90% of users said our factsheets were useful to their purposes.

We had 10,000 contacts with individuals through events and our independent living advice line, student and members helpline and information line.

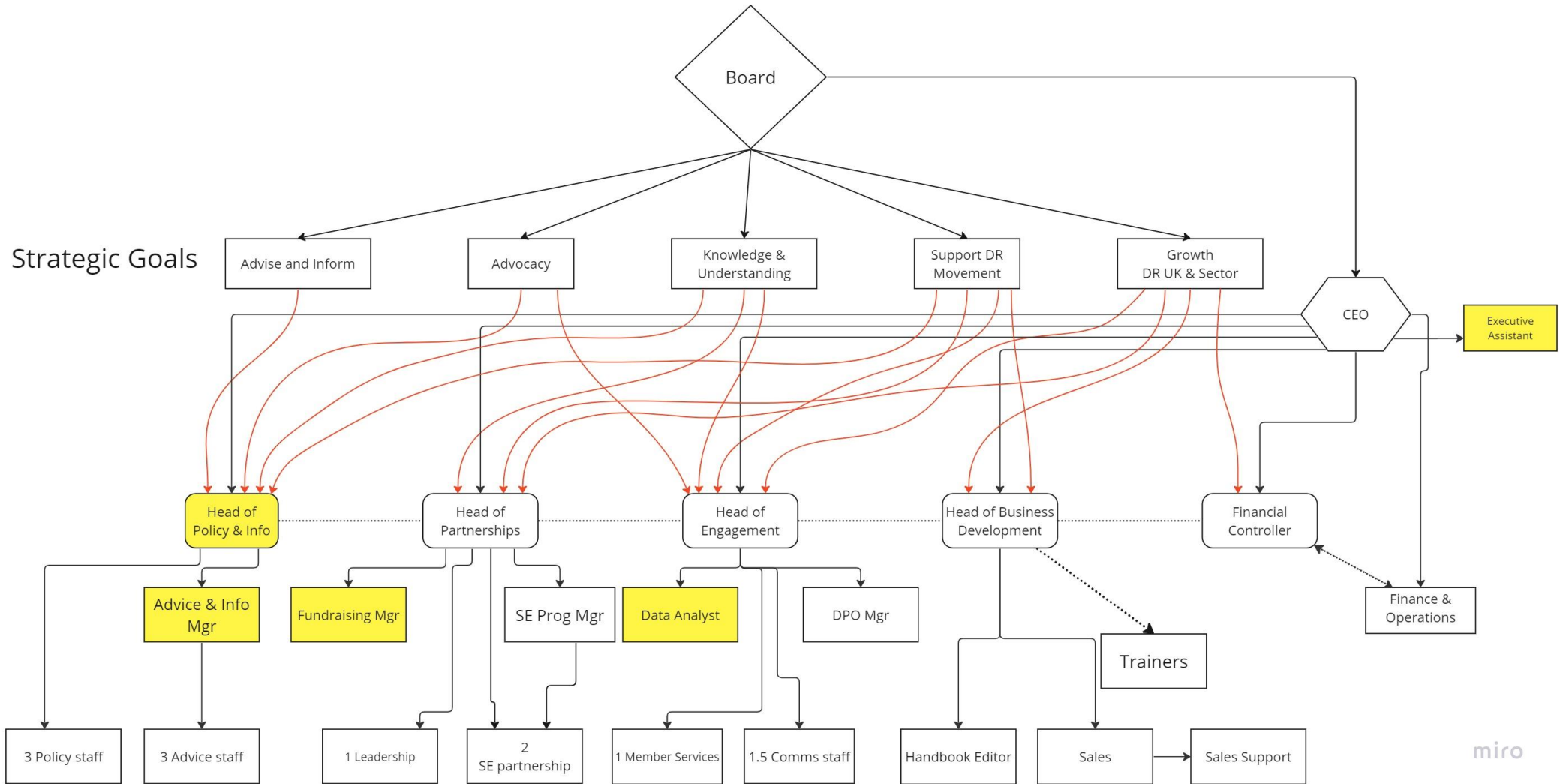
In 2020, as we went into lockdown and closed the office, we set up a weekly meeting of CEOs and Policy staff from Disabled People's Organisations. The group, Our Voices continues to meet, sharing knowledge, speaking with a unified voice on the inequalities that continued through the pandemic.

Our Disability Rights Handbook continues to be a vital support for Disabled people. Written by benefits specialists, this guide to benefits is now published online and in print.

We work in partnership with funders to test ways to break down systemic barriers faced by Disabled people.



Our Structure



The Role

Covid-19 Inquiry Manager

Salary: £39,123 (pro rata 3 days per week £23,474)

Hours: 3 days / 21 hours per week

Office Base: Disability Rights UK, London E20, with occasional travel to meetings. We have fully flexible remote/hybrid working policy and practice.

Status: 1 year fixed term

Holiday entitlement: 15 days plus statutory bank holidays.

Line manager: Chief Executive Officer

Purpose of the role

To ensure the representation of views and experiences of Disabled people during the COVID-19 Public Inquiry through communication and exchange of information with DPOs, liaison with DPO lawyers at Bhatt Murphy and Matrix Chambers, and promotion of disability-related aspects of the Inquiry.

Main duties and key responsibilities

1. Liaise closely with the legal team representing Disability Rights UK in the Covid-19 Public Inquiry.
2. Read and analyse documents provided by the legal team, offering advice and information as requested.
3. Communicate internally with key individuals at Disability Rights UK to gather necessary information and keep the CEO and Head of Policy updated on the inquiry's progress.
4. Ensure timely and effective communication with Disabled People's Organisations (DPOs) interested in the public inquiry.
5. Set up regular meetings between all relevant groups and the legal team to facilitate collaboration and information sharing.
6. Encourage Disabled people to record and openly share their experiences of COVID and to contribute to the COVID Inquiry's campaign "Every Story Matters".
7. To create a bank of Disabled people willing to speak to the media about their experiences of COVID.
8. Produce updates for the Disability Rights UK website regarding the progress and key developments in the public inquiry.
9. Collaborate with the Digital Content Officer to ensure accurate and engaging representation of information on the organisation's digital platforms.
10. Gain media coverage through building relationships with key journalists, responding to media enquiries and promoting information on views on social media, print and broadcast media.

About you

1. Excellent communication and interpersonal skills.
2. Ability to analyse complex documents and provide concise advice.
3. Familiarity with disability rights issues and the landscape of Disabled People's Organisations.
4. Proven organisational and project management skills.

Apply now to join the team, and help us make a difference.

Other information

We are particularly keen to receive applications from Black, Asian and minority ethnic people; Disabled people; people who identify as being LGBTQIA2S+; people who have a mental health condition; and people who identify as working class now or in the past.

Some practical details . . .

DR UK is based in East London's Olympic Park and the organisation operates a successful remote/hybrid working model.

We have an office within the Plexal building and as such are part of the Plexal community. Plexal hosts a number of social and networking events for anyone interested in attending.

The Plexal environment is fully accessible and can be reached via bus, bicycle or car. There is secure bike storage available to Plexal members.

The post will be line managed by the Chief Executive Officer.





How to Apply

To apply, please send us your CV along with a cover letter of up to 1,000 words to tell us why you want, and how you meet the requirements of the role.

The closing date for this post is 9.00am on Monday 25th March 2024.

Interviews will take place online on Wednesday 3rd April 2024.

We want to see the best of you at every stage of the process. Tell us about any adjustments you need to give you the best experience of this process and to remove barriers at every stage. You can contact us at recruitment@disabilityrightsuk.org or 0203 687 0785.

Data

GDPR personal data notice:

As part of any recruitment process, DR UK collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use data to meet our data protection obligations. In order to carry out the recruitment process we will share the personal data received from you in your application with the shortlisting and interview panel. Access will be restricted to those involved in the recruitment process.

