**Job Description**

**Community Sight Loss Adviser (Mid Wiltshire)**

**Salary:** £20,000 (FT)

**Hours of work:** 21 hours part-time (0.6 FTE)

**Location:** Home-based with travel in West Wiltshire

**Direct Reports:** Volunteers

**Contract status:** Permanent after satisfactory probationary period

**Annual Leave:** 25 days plus bank holidays (8 days) Pro Rata

**Organisation Details:**

Wiltshire Sight exists to reduce the impact of sight loss, supporting blind and partially sighted people to lead independent lives and to secure equal access to services.

As a **Community Sight Loss Adviser (Mid Wiltshire)**, you will take a lead role in providing our Information, Advice and Guidance Service for people with sight loss in Mid Wiltshire (covering Devizes, Calne, Marlborough, Pewsey & Westbury). You will assess the needs of people with sight loss and prepare appropriate action plans to ensure that they are accessing support, equipment, and training to help them adjust to their sight loss.

You will work alongside the Head of Services to plan and organise **community hubs** in key locations in the geographical area of benefit. As part of a team working across Wiltshire, you will be expected to attend team meetings and occasionally provide cover at St Lucy’s Sight Centre in Devizes.

**Responsibilities:**

1. Provide information, advice and guidance to blind and partially sighted people using Wiltshire Sight’s services, including the provision of support with equipment and training to help clients adjust to their sight loss.
2. Conduct one-to-one Sight Loss Assessments and prepare action plans for clients.
3. Signpost and/or refer clients to other services and agencies where relevant.
4. Plan and organise community hubs in key locations in the geographical area of benefit
5. Support the recruitment and management of a team of volunteers who will offer support to clients to improve their independence and wellbeing.
6. Encourage clients to access Eye Health and Sight Loss Services such as High Street Optometry, Hospital Eye Units and Low Vision Clinics.
7. Liaise closely with the Local Authority Sensory Team, Eye Clinic Liaison Officers and other agencies as necessary.
8. Develop peer support in the local community by supporting social groups for the visually impaired.
9. Conduct home visits to clients where they are unable to access services otherwise
10. Work with the Administration & Communications Officer to ensure social groups, community hubs and other events (including those being delivered by partner agencies) are advertised promptly on our website and social media
11. Ensure that Wiltshire Sight marketing material is available in opticians, eye clinics, GP surgeries and other appropriate places in your geographic area
12. Proactively seek other opportunities to promote services to new audiences at a local level (e.g. parish magazines)
13. Record information on clients and interventions on our database according to agreed procedures

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience & Qualifications** | Educated to GCSE level English and Maths or equivalent.  Providing information, advice & guidance.  Working in a caring profession. | Experience of working with people with disabilities  Experience of working with volunteers.  Experience in using an assessment framework. |
| **Knowledge & understanding** |  | Knowledge of the geography of the area of benefit.  Understanding of the needs of people with sight loss.  A knowledge of local and national service provision for blind and partially sighted people.  Knowledge and understanding of the use of Assistive Technology.  Knowledge of disability issues. |
| **Skills & abilities** | Ability to manage a diverse caseload and deal with complex enquiries.  Ability to communicate effectively, including listening and empathising.  Ability to identify client needs and translate them into achievable goals.  Ability to develop and maintain appropriate and positive relationships with clients and outside agencies.  Ability to support and motivate a team of volunteers.  Ability to respond imaginatively and flexibly to client needs and to solve problems.  Well organised with an appreciation of the importance of forward planning and working to deadlines.  Ability to work on own initiative and liaise with Line Manager as and when required.  IT literate - competent and confident in use of Microsoft Office software  and case management systems. |  |
| **Personal qualities & competencies** | Self-motivated.  Able to work on their own but also as part of a wider team.  Personal commitment to equal opportunities & anti-discriminatory practice.  Able to respond to callers and visitors in a way which is both professional and friendly manner at the same time – this includes spoken and written communication.  A commitment to empowerment.  Ability to travel around the area to meet with clients and volunteers. |  |

Wiltshire Sight is committed to quality, equality and valuing diversity, and welcome applications from all backgrounds. As a sight loss charity, we particularly encourage applicants who are visually impaired to apply.

**Please note**

* This post is subject to a DBS check.
* Full training and ongoing professional development will be offered to the right candidate.

If you would like to know more about the role before you apply, informal confidential discussions prior to application are welcome; please call 01380 723682 to arrange an appointment.

To apply for this post please send a CV and a covering letter outlining your suitability for the post to [info@wiltshiresight.org](mailto:info@wiltshiresight.org). Please title your email ‘Application for Community Sight Loss Advisor (Mid Wiltshire)’.