

How you could run our Workforce Expert Advisory Group



**easy
read**

Introduction



Skills for Care makes sure people have the right skills to work in **social care** in the UK.



Social care is support you need to look after yourself. Social care workers include nurses, care home workers and social workers.



We get advice from a group called the **Workforce Expert Advisory Group**.



This group is made up of people with a learning disability and carers. Some people in the group are also autistic.



The group works with us and other national organisations to get the right people into health and care jobs and help them do well.

There is a separate document with more information about the group.



We are looking for a team or organisation to help run the Workforce Expert Advisory Group.



The team that will run the group must include at least 1 person with a learning disability.

Running the Workforce Expert Advisory Group



The skills and experience you need

You should have experience of being in charge of meetings and helping everyone join in.



You should be able to help the group work together when members have different views.

For example, you should:

- listen to all views and help to include them
- Ask questions that help everyone understand things.





- Make sure people are talking about the right things for the meeting.



- Help people know what to do about things that are being talked about.

- Help the group to come up with ways to solve problems.



You should:

- Have experience of building a group that can work together and solve problems.



- Be good at talking and listening and be able to make easy read or accessible document.



- Know how to talk about problems. And make decisions in different ways.



- Have experience of helping people with learning difficulties to speak up.



- Have experience of using online meeting software like **Zoom** and **Teams** and be able to help others with them.
- **Zoom** and **Teams** are different computer programmes that let you have video meetings online.



The way we want you to work

You should:

- Let everyone know that the group is about social care workers and sometimes health workers.



- Help members who missed a meeting or a decision or got a bit confused. You will run a preparation meeting before the main meeting.



- Make sure the meeting sticks to the meeting plan or move some things to the next meeting if there is not enough time.



- Help people to say what they want to say.



- Remind people of the group rules.



- Let people know that the group members, leaders, money and aims may change over time.



- Help members understand that our staff will try and use information from the meeting to make changes in their work.



- Help people understand that our staff will not always be able to make the changes they suggest.

Running the meetings



For each project

You would talk with Skills for Care (SFC) about the projects the group is working on.

Before each monthly meeting

Before each meeting you would:



- Talk to SFC about what is needed from each meeting.
- Plan activities for the meeting.
- Work with SFC to make a plan for the meeting and send it to the group members.
- Help **guest learners** know how to explain their project to the group.



- Help group members who have a learning disability get ready for the meeting.



- Make sure you can go to the meeting and be in charge of it.



After each monthly meeting

- Check the notes made by SFC to make sure they are right and easy to read.



- Write notes and make plans for future meetings.



- Write other documents if needed, including easy read versions.



Other things you should do

You should:

- Know a lot about issues that affect people with learning difficulties, autistic people and family carers.



- Use social media websites like Facebook to get people to join in.



- Help to decide on and plan the work for the next 3 months.



- Look for new members and help them join the video calls and learn the group rules.



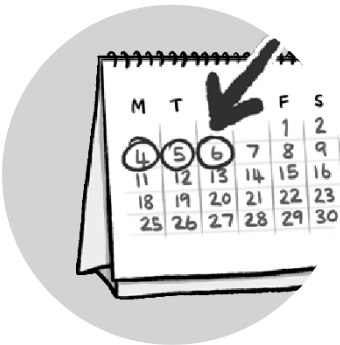
- Keep all the group documents up-to-date.



- Meet with SFC to talk about how the group is working.



- Make sure all the work is done and if you can't do it, perhaps ask someone else to help.



Time and money

We think you will each need to spend up to 15 hours or 2 days a month on the work.



There will be about £12,500 excluding VAT to spend on facilitation and easy read documents for the group this year.

What Skills for Care will do



SFC will:

- Tell you about any new people who are going to a meeting.
- Give you a list of people who are coming to the meetings.
- Invite people to the meeting, send out meeting links and send the meeting plan.
- Lead the planning meetings.
- Pay people for coming to the meetings.
- Find new group members when they are needed.



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How to apply to run our group

To apply, please send us:

- A written **proposal** saying why your team or organisation would be good for this job. This should be about 500 words, or five pages of easy-read **writing**.
- An extra sheet showing how you will use the budget. We want to see that everyone is paid fairly for their work.





Please send everything to:
innovation@skillsforcare.org.uk



We need this by noon mid-day on
Tuesday 15 September 2026



If you are one of the teams that we
might give the job to, we will ask you
all to do an **online interview**.

We will find a date for this that suits
you around **Monday 28 September**.