



Recruitment Pack

Community Champion

21 hours per week.

Disability Information Bureau

Paths, not barriers

Empowering people to live well

The Disability Information Bureau's overall aim is to **empower disabled people across Cheshire East to improve their lives and wellbeing**. The Welfare, Wellbeing, Work (WWW) Project fits within this aim through provision of **holistic, person-centred support** combining welfare advice, wellbeing coaching and longer-term assistance, helping to address the root causes of poor health, poverty and isolation.

It also has a **community-focused element**, dedicated to promoting understanding, inclusion, and accessibility for people with disabilities across the area. Through **engagement** with local residents, voluntary organisations, employers, and service providers, the project aims to **challenge stigma, misconceptions, and discrimination**, fostering positive attitudes and inclusive practices in everyday life and the workplace.

Our aim is simple – we **encourage people to stay independent and resilient by empowering them** to find the voice and gain the confidence to make positive changes in their lives. We aim to level the playing field when it comes to mental health, wellbeing, employment, and inclusive opportunities.

Macclesfield Shopmobility is operated by The Disability Information Bureau on behalf of Cheshire East Council. We loan motorised scooters and manual wheelchairs to help people get around Macclesfield during our opening hours.

01625 501 759 www.dibservices.org.uk reception@dibservices.org.uk

Registered Company Ltd by Guarantee in England & Wales No. 6452443

Registered Charity No. 1124371



Vision

Empowering people
to live well

Difference we make:



Reduce
isolation



Improve
wellbeing



Better
financial
stability



Increase
confidence
in one's own
abilities

Activities provided:



Welfare
benefit
support



Information
and
signposting



Health
and
wellbeing
support



Volunteering
and
employment
support



Welfare



You can meet with a Welfare Adviser who will help you with:

- Disability & health related benefits
(PIP, DLA, ESA, Attendance & Carers Allowance, UC50)
- Applying for or renewing your benefit;
- Mandatory reconsideration & tribunals;
- Benefit entitlement checks.

Wellbeing



You can meet with a Support Coach who can help you with:

- Mental health support services;
- Housing issues;
- Financial Issues;
- IT support & digital inclusion;
- Finding social activities and groups.

Work



You can meet with a Support Coach who can help you with:

- Writing a CV;
- Finding volunteering opportunities;
- Job searches;
- Training.

For information or an appointment, please email reception@dibservices.org.uk or phone 01625 501759

Role Description - Key Information

Role:	Community Champion - Welfare, Wellbeing and Work Project
Reports to:	Project Manager
Works with:	Project Manager, Welfare Rights Officer, Support Coach, IT Tutor, Administrative Officer and volunteers. The role will liaise regularly with community venues, VCFSE partners, NHS and local authority teams and local employers across Cheshire East.
Location:	Community-based role delivered across Cheshire East, with a mix of office-based working at DIB core sites and travel to community venues and employer locations. Some evening or occasional weekend working may be required to meet community and employer availability (by arrangement). The postholder will be expected to work flexibly and safely in line with lone working and safeguarding procedures.
Hours:	21 hours per week. Some flexibility will be required at key points (eg funder deadlines or important meetings), balanced by flexibility at quieter times.
Contract:	Fixed-term, linked to funding, with the intention to extend and increase hours subject to funding and project growth.
Salary:	£27,000 per annum, pro-rata to 3 days a week (£16,200 per annum)
Non-salaried benefits:	25 days' annual leave, plus 3 additional days gifted over Christmas, plus any bank holidays (pro rata for part-time staff). Flexible working as standard. Pension scheme. We encourage time off to undertake volunteering.
Application information:	Deadline: 5pm Thursday 4 th June 2026 Interviews: Friday 12 th June 2026 (in person, in Macclesfield, alternative arrangements can be made on request). We only accept completed application forms which directly address the person specification. Agencies are not required

[Apply Here \(Link\)](#)

Purpose of the role

The Community Champion will lead the project's outward-facing disability inclusion work across Cheshire East.

The post will build relationships with local residents, voluntary and community groups and employers; gather insight from people with lived experience; and deliver targeted awareness activity that challenges stigma, misconceptions and discrimination.

The aim is to increase knowledge, confidence and practical inclusion skills in communities and workplaces, contributing to more accessible, welcoming places and improved opportunities for disabled people and people with long-term health conditions.

Location and ways of working

This is a community-based role delivered across Cheshire East, with a mix of office-based working at DIB core sites and travel to community venues and employer locations.

Some evening or occasional weekend working may be required to meet community and employer availability (by arrangement). The postholder will be expected to work flexibly and safely in line with lone working and safeguarding procedures.

What success looks like

Success will include evidence of increased awareness and confidence among community members and employers; meaningful engagement with local partners; effective recruitment and support of volunteer Disability Champions; and clear learning from surveys and outreach that informs DIB's ongoing delivery.

Outcomes will be demonstrated through monitoring data (eg sessions delivered, numbers reached, feedback), qualitative insight and case examples showing improved inclusion and reduced barriers.

Key Responsibilities

- Plan and deliver structured community engagement activity (eg outreach conversations, surveys and consultation) to understand local experiences of disability, stigma, barriers and unmet need
- Build and maintain relationships with local community organisations, charitable and voluntary groups, statutory partners and employers to widen reach and strengthen referral and engagement routes
- Design and deliver accessible information sessions, briefings and training (including disability awareness workshops) for community groups and employers, promoting inclusive attitudes and practices
- Support structured engagement with local employers to reduce stigma, increase understanding of disability (including hidden disability), and promote inclusive recruitment and workplace adjustments
- Recruit, train and support volunteer Disability Champions with lived experience, enabling peer-led conversations and awareness activity in communities and workplaces
- Work closely with DIB colleagues to ensure community insight informs service design, outreach planning and organisational learning
- Represent DIB positively at networking events, local forums and partner meetings, helping raise the visibility of disability advocacy and inclusion work
- Maintain accurate records of engagement, activity and outcomes (eg numbers reached, feedback, learning, case examples) to support monitoring, evaluation and reporting
- Ensure all activity is inclusive and accessible (using plain language, appropriate adjustments, and a range of delivery methods including face-to-face, phone and online where suitable)
- Work in line with DIB policies and procedures, including safeguarding, confidentiality, equality, diversity and inclusion, lone working and health and safety

Essential Skills

- Strong interpersonal and communication skills
- Experience in community engagement, outreach, or volunteer coordination
- Comfortable using digital tools and platforms for community engagement (eg Slack, email, social media)
- Ability to analyse engagement data and provide actionable insights
- Ability to work independently while collaborating with remote and local teams
- Passion for promoting inclusion, accessibility, and understanding of disability in communities and workplaces
- Confidence in delivering training sessions and information workshops to diverse audiences

Desirable Skills

- Experience running or supporting community outreach programs, events, or webinars
- Knowledge of inclusive employment practices or disability awareness initiatives
- Understanding of safeguarding, boundaries and confidentiality when working with adults at risk

Values & Behaviours

- Person-centred, empathetic and non-judgemental approach
- Commitment to equity, diversity and inclusion
- Professional integrity and respect for confidentiality
- Commitment to continuous learning and service improvement