



Head of Inclusion and Wellbeing

Application Pack



**easy
read**



Contents

Page

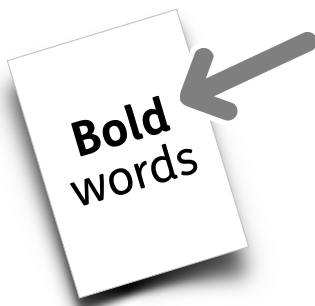
Introduction	3
--------------	---

The job	5
---------	---

Who can apply?	9
----------------	---

How to apply	12
--------------	----

For more information	16
----------------------	----



In this Easy Read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.



Some words are blue and underlined. These are links which will go to another website which has more information.

Introduction



Drake Music is a charity that works to help disabled people to make music in new and different ways.



We are looking for a new Head of **Inclusion** and Wellbeing.

Inclusion means everyone can take part, and everyone has a fair chance. Being inclusive means we make sure everyone has the support they need to do well



The Head of Inclusion and Wellbeing is in charge of making sure Drake Music is including and supporting everyone.



This information explains:

- More about the job.



- Who can apply.



- How to apply.



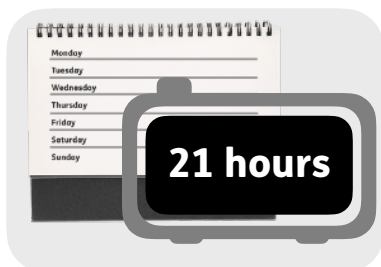
You need to apply by Friday 1 July 2022.

The job



If you get the job you will:

- Be paid £24,000 a year.



- Work 21 hours a week.



- Work from your home for most of the time but you sometimes you may have to come to our office in London.



- Have 28 days for holidays every year.

What you will do

If you get the job you will:



- Look into new projects that will help us be even more inclusive.



- Make sure we are following laws about including everyone.



- Give advice and support with inclusion and wellbeing issues.



- Let more people know about changes we are making to be more inclusive.



- Create ways for people to report any bullying issues.



- Reply to feedback from people who use our services.



- Understand the needs of disabled musicians and help us to meet them.



- Make plans with goals and aims.



- Do checks to make sure we are including everyone.



- Write and present reports.



- Provide training and presentations for other members of staff.



- Work with other groups and organisations.

Who can apply?



We are looking for people who can do certain things.



We also want them to have certain **experience**.

Experience means things you have done.



We want our new Head of Inclusion and Wellbeing to be disabled.



This includes Deaf, Disabled, **Neurodivergent, Visually Impaired** people, people with long-term health conditions, and/or with mental health conditions.



Neurodivergent means your brain works in a different way to most people. You may be autistic or have a mental health condition.



Visually Impaired means you have difficulty being able to see, or you can't see at all.



You also need to:

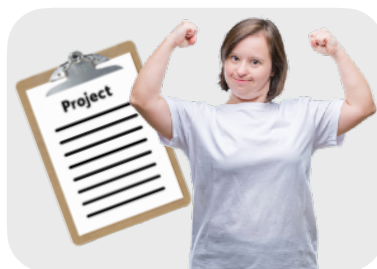
- Strongly believe in being inclusive.



- Understand the Social Model of Disability - this says that the way society works can stop disabled people from doing things non-disabled people do.



- Know about inclusion laws.



- Know how to be in charge of projects.



- Have experience of this type of work from another job.



- Be confident and know how to get on with people.



- Be able to do different tasks at one time.



- Be able to communicate with lots of people from different backgrounds.

How to apply



You need to apply by Friday 1 July 2022.



We will not read what you send us if it's late.



You should apply by sending us an email to:

info@drakemusic.org



In the subject line of the email, write 'Head of Inclusion and Wellbeing'.

You need to send us these 3 things in the email:

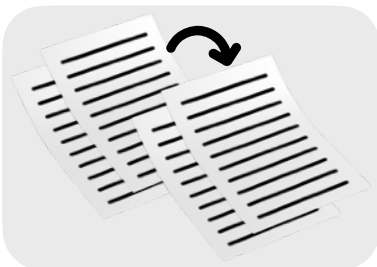
1. A personal statement



This should be a letter that tells us why you are the right person for the job.



You should go through the ‘Who can apply?’ section of this document and write in the letter how you can do each thing on the list.

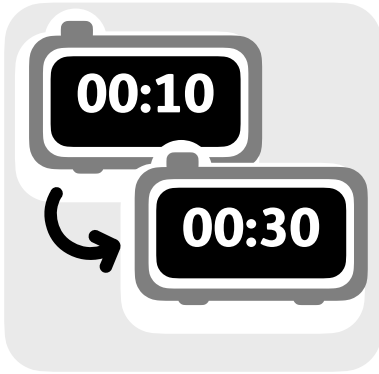


The letter should be between 2 and 4 pages long.



If you don't want to write, you can record yourself speaking instead.

This can be a video or just the sound of your voice.



If you record yourself, it should be between 10 and 30 minutes long.

2. Your CV



A CV is a document that has information about:



- What jobs you've done.



- What education you have.



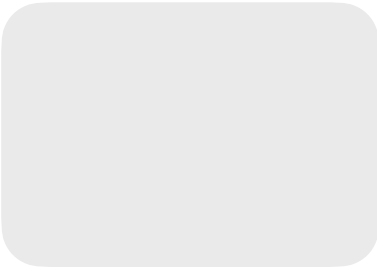
- How to get in touch with you.

3. Equal Opportunities monitoring form



This is a short **questionnaire** which will help us to make sure we are being fair to everyone.

A **questionnaire** is a form with questions for you to answer.



You will receive a copy of the form with this Easy Read document.

For more information



If you would like to know more, please
contact us by email at:

info@drakemusic.org

This Easy Read information has been produced by easy-read-online.co.uk