

Assessor

Grade / Salary:	B2: £38,422 to £43,934 rising to £39,767 to £45,472 with effect from 1 April 2026 plus £2,500 (pro-rated) per annum reviewable market supplement
Department:	Independent Living Directorate
Reports to:	Independent Living Fund Manager
Reportees:	None
Location:	Home-based, with travel across Central Scotland to meet recipients and partners (travel patterns vary depending on caseload)
Hours of Work:	35 hours per week (FTE), happy to talk flexible working
Employment Type:	Permanent

Overview

ILF Scotland is a Non-Departmental Public Body (NDPB) constituted as a company limited by guarantee. It was created following the closure of the UK ILF in June 2015 and has been administering ILF funding for existing fund recipients in Scotland and Northern Ireland since 1 July 2015. The purpose of this funding is to enable independent living for disabled people, giving recipients control, choice and dignity. In late 2017, the Transition Fund (TF) was launched after major co-production, to support young disabled people between 16 and 25 in the transition

after leaving school or children's services to be more independent, more active and engaged in their community, and to build and maintain relationships with other people.

ILF Scotland currently distributes annual funding through the Independent Living Fund and Transition Fund (TF) of approximately £68m alongside revenue budget of approximately £4M to support individual Recipients lead independent lives. The organisation consists of a staff team of around 80 people, who provide independent living support for over 8,000 current fund Recipients per annum.

The organisation is fully funded by and accountable to, Scottish and Northern Ireland Government Ministers via a Board of Directors. Directors are appointed by Scottish Ministers in-line with the Scottish Public Appointments process.

As a values-based organisation, ILF Scotland takes a values-led approach to legislative compliance where people and relationship building are a key focus.

Job Purpose

This is a key role within ILF Scotland.

- To plan, organise and undertake ILF award assessments / reviews which maintain a focus on independent living outcomes.
- To interface, influence and engage with Health and Social Care Partnerships and Trusts (HSCPTs), social workers and third sector practitioners and providers.

- To promote the principles of ILF Scotland and achieve excellent outcomes with recipients and their carers, ensuring choice, independence and social inclusion.
- To work in partnership with ILF recipients and their families / carers, HSCPTs, providers of social care, payroll services and financial management organisations, and third sector partners to resolve complex situations surrounding support arrangements and financial matters, to offer choice control and independence relating to the ILF award.
- To ensure public funds are being spent appropriately and to report fraud concerns if necessary.
- To act as ambassadors for ILF Scotland in engagement with social care partners and others.
- The post holder should be an excellent communicator with an ability to have challenging conversations in a sensitive manner.

Main Duties

Requirements

- As a Registered Social Worker or Allied Health Professional, the post holder has a personal and professional responsibility to act in line with either the Health and Care Professions Council (HCPC) Standards of conduct, performance and ethics or the SSSC Code of Practice for Social Service Workers in Scotland or NISCC Standards for Social Workers, Social Care Workers and Social

Work Students in Northern Ireland or the relevant professional body. In addition, it is expected that post holders will adhere to the relevant professional standards and code of ethics for their profession.

- To adhere to the requirements of the NISSC and SSSC code of practice and any other professional code of practice specific to the postholders qualification. In addition, the postholder should adhere to ILF Scotland operational and employment policies and procedures, health and safety policies and relevant legislation.
- To be a member of the PVG scheme (Scotland) or AccessNI Criminal Records Check (Northern Ireland) and work in accordance with Adult, Child and Public Protection principles, legislation and procedures.
- Requirement to attend and contribute to peer support meetings, team meetings, practice days, development workshops and any other meetings or training as required by the organisation.
- Maintain relevant professional registration.

Responsibilities

- Ability to communicate effectively, both verbally and in writing, with a range of individuals including Recipients, carers and other professionals.
- Plan, organise and undertake ILF award reviews, in partnership with others as appropriate.

- Use a holistic approach in assessment of need and make clear recommendations based on analysis of information gathered.
- Prepare and submit comprehensive reports with clear recommendations that promote choice, control and independence.
- Ensure issues regarding welfare rights, poverty, equality and diversity have been identified and addressed. Maximise income and ensure recipients are in receipt of relevant welfare benefits and signpost accordingly.
- Work within ILF Scotland policy, legislative and procedural frameworks in response to matters raised regarding use of ILF funding.
- Work in a sensitive and empathetic manner at all times and in accordance with the fundamental principles of Independent Living Scotland.
- Ability to work autonomously and independently, making decisions and taking responsibility for individual practice, seeking advice and support as necessary including 1:1 sessions with a line manager.
- To ensure that allocated cases are completed liaising with partner organisations and other ILF colleagues with clear recommendations to ensure new awards are timeously processed.
- Ability to work independently and as part of a team.
- Any other duties as reasonably required to meet the needs of the organisation.

Development Work

- To use knowledge, skills and understanding of the social care landscape across a range of development work within ILF Scotland involving policy and practice.
- To participate in community engagement to promote ILF Scotland in a variety of settings and act as an ambassador for the organisation.
- To continue on-going professional development required to maintain registration.
- Contribute to the development of service improvement to maintain high quality of service provision.
- Mentor new colleagues and provide shadowing opportunities to colleagues within the wider team.
- Commitment to ongoing professional development and training.

Problem Solving

- Information gathering and critical analysis of social circumstances using skills and understanding of the social model of disability and adopting a strength-based approach to practice.
- Overview, analysis and interpretation of financial records, in partnership with Recipients / Award Managers and financial management organisations.

- Knowledge of social care and interface between HSCPTs and ILF Scotland policies and procedures to promote independent living, choice and control for Recipients / Award Managers.

Autonomy

- The post holder works autonomously and independently within ILF Scotland legislative, policy and procedural framework.
- The post holder exercises professional judgement in day-to-day cases including the interpretation and application of regulations, legislation, policy, procedures and guidelines.
- The post holder is required to make independent decisions with regard to routine and complex situations.
- To support and contribute to decisions in relation to changing and improving the service.

Decision Making

- The post holder is responsible for the delivery of professional recommendations relating to their allocated reviews across Scotland and Northern Ireland. They are required to make all decisions pertinent to this delivery based upon their knowledge, skills and experience working within the frameworks and guidelines of both ILF Scotland and HSCPTs.

Impact

- The post holder is responsible for the quality and accuracy of assessments relating to the social and economic circumstances of people who use the Fund.
- To ensure that ILF funding meets the identified outcomes of people who use the Fund.
- To encourage participation and inclusion using a person-led approach in the assessment and review process as far as possible, using effective communication at all times.
- To promote choice, control and independent living for people who use the Fund and consider independent Advocacy and / or peers support where appropriate.
- To identify needs and rights of carers and signpost to promote carers needs and rights.

Knowledge, Skills and Experience Required:

- Degree level qualification or equivalent (SCQF Level 9) in Social Work, Occupational Therapy or Nursing related subject with associated professional registration.
- Knowledge of the social model of disability and independent living.
- Detailed and up to date knowledge of current health and social care legislation, policy and procedures, social care assessment

process, self-directed support framework and outcome focused support planning.

- Knowledge and skills in use of person-led planning is desirable.
- Good level of knowledge of the Independent Living Movement in Scotland and / or Northern Ireland, and a personal and professional commitment to the social model of disability.
- Professional knowledge and understanding of equality and diversity issues in Scotland and / or Northern Ireland, and commitment to ILF Scotland's equality and diversity policy and practice framework.
- Compliance with the relevant codes of practice for example NISCC / SSSC / HCPC.
- Excellent written and verbal communication skills.
- Competence in using IT including Microsoft Teams.
- Valid UK Driving license is desirable.