JOB DESCRIPTION

Job Title: Area Lead
Salary: £34,538 per annum
Location: To be assigned to one of the following areas: South, Central or North Sefton
Hours: 35 hours (Full Time)
Accountable to: Senior Management team (SMT) in the first instance
Responsible for: Locality Team frontline staff

Job Purpose:

1. To lead the delivery of an integrated offer to the sector, directly managing a small staff team in the designated locality to enhance the services provided by the sector in local neighbourhoods.

2. To manage a team to enhance volunteering, access to funding thereby enhancing the ability of the sector to respond to the needs of local areas and residents on a more sustainable basis.

3. To co-ordinate the sector on a locality basis in providing early intervention and prevention support to address the needs of Sefton residents, leading to improved outcomes, showcasing the contribution the sector makes.

4. To ensure that the Locality Team responds to new challenges, priorities and requirements whist maintaining the Council’s statutory obligations using resources in the most effective manner.

Leadership

The post holder must demonstrate the following leadership competencies

• Provide clear direction based upon the values of Sefton CVS

• Lead and manage change focusing on excellence
• Lead people and performance, working corporately as well as collaboratively with partners.
• Communicate effectively across the sector, both orally and in writing
• Develop self and others.
• Personal resilience

**Behaviours**

The post holder must demonstrate the following behaviours:

• Provide support with a view to improving quality
• Provide appropriate and constructive challenge
• Create a culture that looks for understanding and solutions
• Visibly and positively respect and value the sector and staff
• Communicate a consistent and clear message to all
• Respect, listen to and value others views
• Maintain a customer focus with a relentless pursuit of excellent outcomes
• Have collective integrity and responsibility
• Endeavour to improve outcomes for the communities of Sefton

**Main Duties and Responsibilities:**

1. To develop a flexible Core and Local Offer leading a team within a designated locality to provide the sector with:

   • Access to information and advice to support at an early stage with fundraising, including bid writing and Sefton 4 Good
   • Access to high quality support in recruiting and retaining volunteers
   • Business improvement support to create and sustain voluntary groups and organisations to meet local needs
   • Training and development and support which meets the needs arising within the local community with a focus on early intervention to promote independence and resilience
• Opportunities to have a voice, celebrate success, showcasing the value and contribution the sector makes to the borough

2. To lead, facilitate and support the sector within a locality to contribute to the following offer which will include, but are not limited to, the following examples:

• Sefton 2030 Vision
• New Realities
• Welfare Reform and combating poverty
• Universal early help provision such as childcare and youth services with a focus on children and young people at risk
• Combating social isolation
• Social prescribing with a focus on health and wellbeing and access to activities which support healthy lifestyles and reduce demands for acute services
• Education and training for adults which supports people to secure employment
• Support for people experiencing Mental Health issues, domestic violence, substance misuse and Homelessness.
• Support for the most vulnerable including Looked after Children, Child Protection and safeguarding vulnerable adults

3. To take a lead responsibility across Sefton CVS and the borough for one of the following:

• Equalities and Mental Health
• Children, Young people and Families
• Older people

4. To be responsible for facilities management as appropriate to the locality.

5. To implement practices to develop, lead and influence employees and the sector to enable flexible and innovative working practices to flourish.

6. Develop creative and innovative strategies to service delivery, to drive forward efficiencies and standards to ensure continuous improvement

7. Ensure effective supervision and performance development reviews are embedded to deliver high quality services to meet the needs of the sector and Sefton communities
8. Lead the Locality Team effectively and efficiently, managing budgets and resources, driving up standards and performance within financial constraints. Utilising commercialisation skills, project management and change techniques, showing entrepreneurialism where necessary.

9. Lead effective partnership working collaboratively creating a culture that promotes meaningful participation of the sector, individuals, communities, Sefton CVS Trustees and Elected Members of the Council

10. To attend all mandatory training, supervision and appraisal meetings and undertake personal and professional development linked to the role.

11. To be accountable for ensuring personal compliance with all Sefton CVS’s policy and procedures including safeguarding children and adults, health and safety, alerting the line manager of any issues or concerns in relation to delivery of the service.

12. To produce monthly and quarterly performance and quality improvement reports as required by Sefton CVS, funders and partners

13. To undertake any other reasonable tasks on behalf of Sefton CVS as may be assigned from time to time by the Line Manager.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of CVS.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation’s procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off
Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTI)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.
Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.

What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.
PERSON SPECIFICATION

Assessment Methods Key:
AF – Application Form
C – Certificates
I – Interview
P - Presentation

<table>
<thead>
<tr>
<th>Personal Attributes Required</th>
<th>Essential (E) or Desirable (D)</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Qualification:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Qualification in one of the recognised service areas and/or significant managerial experience relevant to the delivery of a Core and Local offer that meets the needs of the sector</td>
<td>E</td>
<td>AF/C/I</td>
</tr>
<tr>
<td><strong>2. Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant experience of working within the voluntary, community and faith at a senior level</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td>A proven track record or ability of working effectively and in co-operation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td>Evidence of successful financial and resource management, including project management, resolving conflicting priorities, applying rigorous monitoring and control procedures and establishing value for money.</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td>Description</td>
<td>Code</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>A successful track record at an appropriate level in supporting the leadership and management of change.</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td>A successful track record of delivering outcomes through leading, motivating, managing and empowering teams, community organisations and across professional boundaries.</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td><strong>3. Ability, Skills &amp; Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The ability to work in partnership at all levels across a locality and/or a staff team negotiating communicating with the sector to bring them together as a cohesive group</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>The ability to lead partnership working at all levels across a locality and a staff team negotiating communicating with the sector to bring them together as a cohesive group</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience. Dealing with highly charged, complex or challenging circumstances</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>Ability to lead and manage people and motivate others to high performance through periods of change.</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>Good understanding of and the ability to work within the voluntary sector, local government and the legal, financial and political context of complex organisations.</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities.</td>
<td>E</td>
<td>AF/I/P</td>
</tr>
<tr>
<td>Ability to interpret and meet the needs of residents through community engagement utilising entrepreneurial skills</td>
<td>E</td>
<td>AF/I</td>
</tr>
<tr>
<td>IT literate and ability to use Microsoft 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 4. **Personal Style and Behaviour** | | |
| Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the population | E | AF/I |
| The ability to respond to constructive challenge, not be discouraged and to remain motivated and enthusiastic. | E | AF/I |
| An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect. | E | AF/I |
| Desire and ability to proceed by consultation and engagement. Utilising influence with stakeholders | E | AF/I/P |
| High degree of probity and integrity. | E | AF/I |
| Quality orientated and a commitment to continuous improvement. | E | AF/I |
| Act as a role model for others demonstrating a “can do” attitude and promoting positive challenge. | E | AF/I/P |
| Evidence of the skills required to promote innovation for the benefit of the Sefton community | E | AF/I/P |