



Sefton CVS

Supporting Local Communities

JOB DESCRIPTION

Job Title:	Policy and Impact Officer
Salary:	£34,538 per annum
Location:	Sefton CVS Offices, 3rd Floor, Suite 3B, Burlington House, Crosby Road North, Waterloo, Merseyside.
Hours:	35 hours (Full Time)
Accountable to:	Chief Executive

Job Purpose:

1. To provide a strategic policy and performance function within Sefton CVS, and for the sector, that demonstrates impact and outcomes adopting wherever possible a social value approach.
2. To oversee reporting processes including quality assurance, presentation and meeting of deadlines for Board reporting and quarterly reporting to key funders including Sefton Council and Sefton CCG's.
3. To promote strategies and processes which deliver business change and achieve our vision and mission
4. Drive people focused services that demonstrate impact and outcomes, including employee development
5. Support the Locality Teams and wider CVS Teams, groups and organisations, existing and new, to ensure they are developing robust performance managements systems that can be monitored and evaluated and evidence impact and outcomes.
6. To lead on the development and delivery of open and bespoke learning programmes which meet the needs of the sector to build and sustain strong governance and management.
7. To provide a research and information function to Sefton CVS.

8. To act as the Information Governance and General Data Protection Lead, including being the senior person [Data Protection Officer] responsible within CVS for protecting the confidentiality of patient and service user data in compliance with GDPR regulations.

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 lead on policy and strategy both internal to Sefton CVS and for groups and organisations across the sector, to enable individuals to realise their potential and unleash assets within communities
2. To produce accessible policy briefings and deliver briefing sessions to staff internal to Sefton CVS, and to groups and organisations across the sector
3. To provide a research and information function to Sefton CVS
4. To have lead responsibility advising the Senior Management Team, Board and staff in relation to the implementation of data protection practice, ensuring compliance with the Data Protection Act 2018, GDPR and NHS Data Security and Protection Toolkit.
5. To co- work with the Caldicott Guardian and the Senior Information Risk Owner (SIRO), around information sharing, Subject Access Requests (SAR) and management of data breaches.
6. To provide Locality Teams and wider CVS Teams with advice and source good practice toolkits and resources that are available to the local sector as part of our capacity building programme to develop robust organisations
7. To develop interventions that build capacity within CVS and the voluntary, community and faith sector in Sefton in demonstrating impact and outcomes in terms of delivery and provision.
8. To assist the SMT in business planning, performance reporting, including Service Level agreement requirements, outcome and impact measures both internal to Sefton CVS and across the sector.
9. Drive quality and the achievement of quality marks and recognition, locally, regionally and nationally.
10. To quality assure and evaluate development and training interventions with a focus on improving outcomes and meeting the need of internal staff and the wider sector.
11. To support the Area Teams to embed a social value approach both within the public sector and across groups and organisations.
12. To work with the Sefton CVS teams to promote the sharing of relevant information, learning and updates to the voluntary, community and faith sector.
13. Ensure effective supervision and performance development reviews are conducted to deliver high quality services that meet the needs of the sector and Sefton communities.

14. To attend all mandatory training, supervision and appraisal meetings and undertake personal and professional development linked to the role.
15. To attend relevant committees or task and finish groups as identified by the Senior Management Team relevant to role, such as the Local Safeguarding Children's Board policy and practice sub group as an example.
16. 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.
17. To produce monthly and quarterly performance and quality improvement reports as required by Sefton CVS, funders and partners
18. To undertake any other reasonable tasks on behalf of Sefton CVS as may be assigned from time to time by the Line Manager.
19. Attend necessary professional development and liaison with appropriate bodies as required.

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 in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

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.

PERSON SPECIFICATION

Assessment Methods Key:

AF –Application Form
C – Certificates
I – Interview
P - Presentation

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
1. <u>Qualification:</u> Degree or equivalent level of qualification	E	
2. <u>Experience:</u>		
Experience relevant to the delivery of a infrastructure services that meets the needs of the sector	E	AF/I
Significant experience of working within the voluntary, community and faith at a senior level	E	AF/I
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.	E	AF/I
Evidence of successful financial and resource management, including project management, resolving conflicting priorities, applying rigorous monitoring and control procedures and establishing value for money.	E	AF/I

A successful track record at an appropriate level in the leadership and management of change.	D	AF/I
A successful track record of delivering outcomes through leading, motivating, managing and empowering teams, community organisations and across professional boundaries.	E	AF/I
An understanding of and ability to implement systems to comply with data protection and information governance requirements	E	AF/I
Experience of developing and delivering training courses	E	AF/I
3. <u>Ability, Skills & Knowledge</u>		
The ability to lead partnership working at all levels across a locality and a staff team, negotiating and communicating with the sector to bring them together as a cohesive group	E	AF/I/P
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	E	AF/I/P
Ability to lead professional development through the provision of learning and development opportunities that seek to effectively manage people and motivate others to high performance through periods of change.	E	AF/I/P
Good understanding of and the ability to work within the voluntary sector, local government and the legal, financial and political context of complex organisations.	D	AF/I/P
Ability to analyse complex issues and adopt a creative approach to problem solving and service	E	AF/I/P

delivery in challenging circumstances and with competing priorities.		
Ability to interpret and meet the needs of residents through community engagement utilising entrepreneurial skills	E	AF/I/P
IT literate and ability to use Microsoft 10	E	AF/I
4. <u>Personal Style and Behaviour</u>		
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
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