

Living Well Sefton Evaluation, Quality and Grants Officer

JOB DESCRIPTION

Job Title:	Evaluation, Quality and Grants Officer
Grade:	£27,090 Full Time, 35 hours per week
Location:	Burlington House, Crosby Road North, Waterloo, L20 0LG
Accountable To:	Living Well Sefton Programme Manager

Role Function

To support the Living Well Sefton Team in evaluating the quality of work being delivered and the effectiveness of the Living Well Sefton programme in conjunction with delivering grants.

Monitoring and Evaluation

- To support Living Well Sefton delivery partners to demonstrate the value of their work using a range of methods including case studies, film, press releases, newsletters etc.
- To ensure the timely submission of qualitative monitoring data by all partners.
- To contribute to monthly and quarterly monitoring reports for CVS, public health commissioners and primary care networks.
- To support the evaluation of all Living Well Sefton grant activity, including collation of data returns and development of case studies.
- To support the evaluation processes associated with all training delivered as part of the Living Well Sefton programme.
- To contribute to any other monitoring and evaluation activity as directed by the Living Well Sefton Programme Manager.

Quality assurance

- To monitor the quality of 1:1 interventions delivered by Living Well Sefton delivery partners and recorded on the IWS database.
- Produce quality feedback reports to partners to ensure continuous improvement to the service and the data collected.

- To manage the 'client feedback' process for clients exiting the service, including contributing to reporting to commissioners.

Grants Co-ordination

- To oversee the Living Well Grants Programmes including the Community Resilience Grants, the Living Well Workplace Wellbeing Grants, Neighbourhood Grants as well as any ad hoc funding rounds.
- Develop appropriate grant criteria and processes across a number of areas.
- To review grants expenditure against the allocated budget.
- To oversee the promotion of the grant opportunities and the successful grant recipients.
- To oversee the monitoring and evaluation of the grants programme.

Communications support

- To contribute to the monitoring and communications of the Living Well Sefton social media accounts.
- To use case study materials to produce press releases or social media posts.
- To support the Social Prescribing Link Worker Team with communications including the production of newsletters and leaflets.
- To contribute to the Living Well Sefton website.
- To contribute to the monitoring of the Your Lifestyle Assistant tool.

Funding

This post is initially funded until 31 August 2022, with extension subject to further funding.

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.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

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 **7 days** of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

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

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS	E/D	HOW TESTED? Application Form/Interview/Reference/Test
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> • Able to demonstrate a commitment to and understanding of confidentiality in relation to the post, including a strong understanding of information governance and GDPR requirements 	E	Application/Interview
<ul style="list-style-type: none"> • Ability to prioritise and organise own work load 	E	Application/Interview
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, able to communicate with people at a range of levels 	E	Application/Interview
<ul style="list-style-type: none"> • Ability to prepare and present both written and verbal reports to a high standard that support continuous improvement to the service 	E	Application/Interview
<ul style="list-style-type: none"> • Willing to work flexibly outside normal working hours to meet the needs of the service 	E	Application/Interview
<ul style="list-style-type: none"> • Excellent IT skills, confident in using a range of IT platforms, applications and devices 	E	Application/Interview
<ul style="list-style-type: none"> • Understanding of the principles of behavior change and health inequalities in Sefton 	D	Application/Interview
EXPERIENCE		
<ul style="list-style-type: none"> • Experience of providing evaluation, quality and communication support to complex projects 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of using databases, developing evaluation materials & reports 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working with large datasets including using excel to interrogate data 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working collaboratively, across organisations to build relationships 	E	Application/Interview

<ul style="list-style-type: none"> • Experience of working independently to meet deadlines 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of managing grant programmes, reviewing and evaluating to deliver on outcomes 	D	Application/Interview
PERSONAL REQUIREMENTS		
<ul style="list-style-type: none"> • Self motivated, resilient and a resourceful problem solver 	E	Application/Interview
<ul style="list-style-type: none"> • High levels of emotional intelligence able to quickly build rapport and positive working relationships 	E	Application/Interview
<ul style="list-style-type: none"> • Strong team player willing to be flexible to meet the needs of the project 	E	Application/Interview