

## JOB DESCRIPTION

Job Title:	Community Connector
Salary:	£19,624.35
Location:	Sefton CVS, Burlington House, Waterloo
Hours:	Full time - 35 hours per week
Term:	Fixed term until March 2024
Accountable to:	Living Well Sefton Programme Manager

### Job Purpose:

Operating within the South Sefton locality, you will identify local champions and stimulate community resources to support individuals with low level needs to have better outcomes and prevent the need for statutory services, whilst building on individual and communities' strengths.

### Main Duties and Responsibilities:

- Support individuals referred by Adult Social Care, GP's, community organisations and self-referrals to identify relevant activities and services that will enable them to reduce their dependency on public services, contribute to their community and to live independently.
- Undertake needs analysis and liaise with interested groups and individuals and where relevant, support and enable them to develop new local services.
- Assist in the Community Champions programme with volunteer recruitment and support.
- Assist in the preparation and presentation of innovative practice and examples of project work at relevant events.
- Empower local people to develop their own potential and to improve their communities, through support networks and/or volunteering.

- Initiate and use a range of methods to ensure the inclusion of socially disengaged people in community action.
- Facilitate meetings to support connectivity across teams and the community.
- Contribute to the evaluation of the service, collate and input timely data and suggest/implement service improvements.
- Attend defined mandatory training and undertake personal and professional development linked to the role.
- To be accountable for ensuring personal compliance with all Sefton CVS's policy and procedures including information governance, data protection, safeguarding children and adults and health and safety; alerting the line manager of any issues or concerns in relation to delivery of the service.
- To produce performance and quality improvement reports as required.
- Undertake additional duties as may be reasonably required, within the general terms of the job description.

## **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 (LGBTIQA+)**

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTIQA+) 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 LGBTIQA+ people within our communities.



Sefton CVS actively welcome people from LGBTIQA+ 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 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/Refere nce/Test
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>Community development/health and social care qualification or equivalent</li> </ul>	D	Application/Interview
<b>KNOWLEDGE AND SKILLS</b>		
<ul style="list-style-type: none"> <li>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</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Ability to prioritise and organise own work load</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, able to communicate with people and groups at a range of levels</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Willing to work flexibly outside normal working hours to meet the needs of the service</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Excellent IT skills, confident in using a range of IT platforms, applications and devices such as Outlook, Word and Excel effectively</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Understanding of the principles of behaviour change and health inequalities in Sefton</li> </ul>	E	Application/Interview
<b>EXPERIENCE</b>		

• Experience of working with datasets to interrogate data, developing evaluation materials and reports	E	Application/Interview
	E	Application/Interview
• To be able to set up and maintain appropriate systems for the management and accurate recording of work	E	Application/Interview
• Experience of working collaboratively, across organisations, to build relationships	E	Application/Interview
• Experience of working with local people either in a community setting or social care setting	E	Application/Interview
• Experience of developing new projects with local people/local communities and partners to meet local needs	E	Application/Interview
• Experience of working independently to meet deadlines	E	Application/Interview
• Experience of planning and delivering training to internal and external colleagues	D	Application/Interview
• Experience of working with and supporting volunteers	D	Application/Interview
<b>PERSONAL REQUIREMENTS</b>		
• Self-motivated, resilient and a resourceful problem solver	E	Application/Interview
• High levels of emotional intelligence able to quickly build rapport and positive working relationships	E	Application/Interview
• Strong team player willing to be flexible to meet the needs of the project	E	Application/Interview
• To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations	D	Application/Interview
• Full driver's licence and use of a vehicle for work	D	Application/Interview