

## **COLEBROOK HOUSING SOCIETY**

### **DRAFT JOB DESCRIPTION**

**(This is a new post which may develop in time with the service)**

<b><u>JOB TITLE:</u></b>	Community Involvement Worker (Part Time)
<b><u>SALARY:</u></b>	£17,500 pro rata
<b><u>PROBATIONARY PERIOD:</u></b>	3 months
<b><u>CONTRACT PERIOD:</u></b>	1 year fixed term contract
<b><u>BASE:</u></b>	LINK Support Team Office, Unit 15, HQ Building, Union Street, Plymouth PL1 3HQ
<b><u>REPORTS TO:</u></b>	LINK / PAPOP Support Team Manager
<b><u>NOTICE PERIOD:</u></b>	Minimum of one calendar month
<b><u>HOURS:</u></b>	22.5 hours per week, Monday to Friday preferably 3 full days, but some flexibility is required regarding occasional evenings, weekends or earlier start times as part of the contracted hours, in pre-agreed circumstances.

### **OVERALL AIMS OF POST:**

To work with the communication and engagement strategy of the LINK and PAPOP, and support members to get more actively involved, gathering the health and social care feedback and promoting the LINK / PAPOP to local communities.

### **COMMUNITY INVOLVEMENT:**

- To work with the Communication and Liaison Officer to raise public awareness of LINK / PAPOP through community events.
- To engage existing volunteers and members more actively in LINK / PAPOP, identifying areas of interest, co-ordinating roles and offering support and structure to facilitate engagement.
- To facilitate small groups / focus groups to drive forward LINK priorities and areas of work.
- To identify support / training needs of active members, highlighting any barriers to involvement.
- To make links with identified local groups and communities to strengthen relationships with LINK and PAPOP.
- To actively seek the views of local people and communities on health and social care services and work with the Communication and Liaison Officer to report these views through LINK / PAPOP.

### **SERVICE DEVELOPMENT**

- To support LINK and PAPOP to maximise opportunities for involvement from its members and others in the community.

- To ensure underrepresented groups have access to opportunities for involvement.
- To build links with volunteering schemes in the city, encouraging partnerships to support the development of LINK / PAPOP.

**FINANCIAL RESPONSIBILITIES:**

- To be responsible for specified financial returns, ensuring they are accurate and made on time.
- To ensure reimbursement of active members involved in the LINK / PAPOP.

**MONITORING RESPONSIBILITIES:**

- To maintain and develop systems for recording and monitoring information on behalf of the LINK / PAPOP.
- To collate and report information pertaining to the monitoring and evaluation of the post and its activities, evidencing successes and unmet needs in support of further service development.
- Carry out research as identified contributing towards fundraising for LINK / PAPOP.

**GENERAL:**

- To comply with all aspects of the policies and procedures of the LINK / PAPOP and Colebrook Housing Society and in accordance with current legislation and good practice.
- To comply with the specific operational requirements of the post and undertake any other reasonable duty required by the LINK / PAPOP Support Team Manager / Communication and Liaison Officer.
- To ensure all duties are performed in a manner consistent with the LINK and Colebrook Housing Society's Health and Safety policies and procedures.
- Uphold and promote Colebrook's Equality and Diversity Policy and ensure effective implementation in all aspects of service delivery and employment.
- Ensure that the requirements of the Data Protection Act are complied with when carrying out the specific duties of the post.
- Participate fully in regular supervision sessions and annual performance appraisals, together with in-house / external training as required.
- Ensure that appropriate measures to safeguard the Health and Safety of everyone are in place and inform the LINK / PAPOP Support Team Manager of any hazards or potential hazards.
- To participate in Team meetings and quarterly Colebrook staff meetings.

Signed:-----  
(Post Holder)

Date-----

Signed-----  
(Line Manager)

Date-----

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**DRAFT PERSON SPECIFICATION – Community Involvement Worker**

**PLEASE NOTE:** Each application will be assessed against the criteria that are essential for this post and it is on this basis that applicants will be shortlisted for interview. It is therefore vital that these criteria are clearly demonstrated both on your application and at an interview.

FACTOR	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Be prepared to undertake training as appropriate</li> <li>• Have a valid driving license and a car available for work.</li> </ul>	<ul style="list-style-type: none"> <li>• Had some experience of training others or group work</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some experience of working with diverse groups in the local community.</li> <li>• Experience of working in a community or voluntary organisation or group.</li> <li>• Experience of volunteering or contact with volunteers either professionally or personally.</li> <li>• Experience of supporting community participation.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a community development worker role.</li> <li>• Experience of running small groups/focus groups.</li> <li>• Experience of working directly with or supporting volunteers.</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to produce and present verbal and written reports and presentations and effective communication skills.</li> <li>• Some knowledge of volunteering and where to access information/resources.</li> <li>• Ability to liaise and work effectively with a wide range of people and good networking skills.</li> <li>• Plan and organise resources effectively.</li> <li>• Monitor and manage own stress levels and access appropriate support as needed</li> <li>• Able to organise, prioritise and initiate own work and work to deadlines</li> <li>• Understanding of the barriers that individuals and groups experience in accessing services.</li> <li>• Basic IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Good administrative and basic IT skills e.g. financial returns, monitoring returns as required</li> <li>• Knowledge about local health and social care services in Plymouth, both statutory and voluntary/community.</li> <li>• Knowledge of volunteering law.</li> </ul>

FACTOR	ESSENTIAL	DESIRABLE
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Positive outlook</li> <li>• Sense of humour</li> <li>• Honesty and integrity</li> <li>• A commitment to the principles of LINK and shared vision to achieve involvement in service improvements.</li> <li>• Demonstrate a commitment to community development, sharing information appropriately.</li> <li>• A positive approach to team work</li> <li>• Good interpersonal skills</li> <li>• Willingness to work unsociable hours and be flexible and adaptable to respond to organisational need.</li> <li>• Willingness to undertake further training and develop personal and professional skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good self awareness and commitment to own personal and professional development showing willingness to respond openly and positively to challenges from others.</li> </ul>

Signed:-----  
(Post Holder)

Date-----

Signed-----  
(Line Manager)

Date-----