**Job Description**

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| **Job Title:** | Community Partnerships Airedale, Wharfedale & Silsden and Craven Senior Project Development Officer  |
| **Organisation:** | The VCS Alliance  |
| **Office Base:** | Perkin House Bradford  |
| **Special Conditions** | Requirement to work and travel across Airedale, Wharfedale and Craven. The VCS Alliance is committed to hybrid working whilst responding to the needs of the role |
| **Salary:** | £27,030 pro rata (FT 35hrs per week) |
| **Hours:**  | 21 hrs per week |
| **Holidays:** | 28 days + Bank Holidays pro-rata |
| **Organisational Relationships:** |
| **Responsible to:** | Named Lead within each Community Partnership (CP)  |
| **Accountable to:** | Named Line Manager at The VCS Alliance  |
| **Responsible for:** | Initiating, developing, and completing tasks agreed with or designated by one of the CP teams and authorised by the CP’s Named Lead. The Senior Project Development Officer will work in collaboration with the CP Leadership team and with the area’s communities to improve health outcomes and reduce health inequalities.  |

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| **Organisational Chart** |

**Craven CP Leadership Team**

**Wharfedale and Silsden CP Leadership Team**

**Airedale CP Leadership Team**

**CP Named Lead**

**CP Named Lead**

**CP Named Lead**

**Senior Project Development Officer**

**The VCS Alliance – Line Management**

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| **Background Information** |

Community Partnerships are one of the key initiatives that have been implemented and developed across Airedale, Wharfedale & Silsden and Craven (AWC). They are seen as the integral building blocks in developing the Integrated Care Partnership *( for more information please visit* [*https://nhsproviders.org/providers-deliver-collaborating-for-better-care/bradford-district-and-craven-integrated-care-partnership*](https://nhsproviders.org/providers-deliver-collaborating-for-better-care/bradford-district-and-craven-integrated-care-partnership)*)* to ensure Bradford District and Craven meet their vision of keeping people happy and healthy at home by meeting people where they are, working with them to access the tools and opportunities to enable them to live longer in good health through the Community Partnership model.

The Community Partnership model brings together various key partners, in and outside of health, acting as one to bring a local focus to the challenge of creating health equity and supporting the prevention agenda in health and care of 44,000 – 69,000 people within communities. The model is built from the ‘bottom up’ and requires significant input and engagement from front line staff and people living and accessing services in the local community.

There are three Community Partnerships across Airedale, Wharfedale and Craven supporting circa. 162,000 population. We Act as One *(for more information please visit* [*https://www.bradfordcravenccg.nhs.uk/ccg-information/strategy-and-plans/act-as-one/*](https://www.bradfordcravenccg.nhs.uk/ccg-information/strategy-and-plans/act-as-one/) *)* to keep people happy, healthy at home by meeting people where they are working with them to access the tools and opportunities to enable them to live longer in good health.

The three Community Partnerships bring a rich mix of urban and rural environments. However, each is unique and independent:

* Airedale Community Partnership: 67,961 people are registered with GP practices in Airedale Community Partnership which forms part of the AWC Locality. 97.1% of the population resides in the Keighley Central, Keighley West, Keighley East, Worth Valley and Craven wards which are part of the Keighley area committee
* Wharfedale & Silsden Community Partnership: 44,530 people are registered with GP practices in Wharfedale Community Partnership which forms part of the AWC Locality. 85% of the population reside in Ilkley, Craven and Wharfedale wards which form part of the Keighley and Shipley area committees
* Craven Community Partnership: 48, 485 people are registered with GP practices in Craven Community Partnership which forms part of the AWC Locality. The population of Craven Community Partnership is spread across a large number of wards, with about a quarter of the population residing in the wards of Skipton West, Skipton South and Skipton North. The Craven Community Partnership also includes the Bentham locality (GP practice) which has a total of 7092 registered patients (a small percentage of this population reside in Lancashire and Cumbria)

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|  **Development of this role:**  |

The development and implementation of this new role - Senior Project Development Officer has been overseen by a local task and finish group attended by members of the Community Partnerships, Voluntary and Community Sector, Primary Care Networks, Bradford Project Management and CCG.

All parties are committed to system wide collaborative working which is fundamental to the success of this role – both in relation to its implementation and future sustainability.

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| **Key Purposes of the Post:** |

The post holder will:

* Understand the CP’s priorities within the context of their local communities.
* Engage with communities, stakeholders and organisations working across each CP to inform the development of any new work focusing on an ABCD approach.
* Work with the CP Team and local communities to facilitate initiation of projects.
* Provide support to organisations/ communities for the development and implementation of projects to build on local strengths, skills and talents investing in current initiatives as well as projects to address identified needs/ issues
* Monitor delivery and report back to CP Leadership Team against key milestones/ budgets/ project creep.
* Be an Ambassador for the CP across its area ensuring effective communication leading to pro-active involvement of communities in the CPs work.
* At the direction of the Leadership team assist the CP’s progress through the CP Development Toolkit.
* Be self-motivated, flexible and adaptable, have excellent organisational skills and the ability to communicate both written and verbally, formally and informally to wide ranging audiences

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|  **Relationship Management:**  |

* Work closely with the Airedale, Wharfedale & Silsden and Craven Community Partnerships’ representatives
* Communicate effectively with individuals both within the Community Partnerships and also out of area (this list is not exhaustive)
* Voluntary and Community Sector (VCS)
* VCS Infra-structure support
* Bradford City Metropolitan District Council, Craven District Council and North Yorkshire County Council: Adult Social Care, Children’s Services, Ward Offices, Public Health
* Children and Young People’s Services
* Community Health Services
* Community Pharmacy
* Craven District Council: housing, environmental health and prevention services including culture and leisure provision
* Fire Services
* Mental Health Services
* Police
* Primary Care Networks
* Social Care (independent sector)

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| **Main Duties and Responsibilities** |

The following gives an indication of responsibilities. It is envisaged that the successful candidate will work with the Community Partnerships to develop this role to ensure it meets the expectations and needs of the local Community Partnerships they are working within.

Main duties to include:

Project facilitation:

* Attendance at Community Partnerships leadership team, Community Partnership meetings and task and finish groups as determined by the leadership team and Community Partnerships
* Working with members of the CP and where appropriate wider stakeholders to facilitate and plan meetings/forums in the development of business cases for new pieces of work
* Working with members of the CP and where appropriate wider stakeholders to facilitate and arrange meeting/forums in the community to inform the development of projects, new initiatives and service models
* Work with the CP to act in the best interests with regard to the health of their populations at all times
* Work with the CP to ensure the highest quality services are secured to deliver the best possible outcomes for their population within their resource allocation

Project Delivery:

* Lead on document management e.g. facilitate completion of project overviews, briefing papers
* Work with key lead representative(s) maintain and update a risk and issues log and performance management system
* Work with key lead representatives facilitate and support the development of project plans in line with agreed timeframes, budgets and governance
* Create systems to monitor, track and report on projects
* Co-ordinate the collection of information in respect to existing and new projects and initiatives, including maintaining an up-to-date list of services
* Reduce duplication by utilising existing resources e.g. VCS infra-structure support, recognising and promoting inter dependencies between projects and investment into existing best practice

Co-ordination and communications

* Co-ordination of project plans – across parties and suppliers
* Provide effective communications/updates to all appropriate parties
* Meet with Community Partnership members to inform provision
* Share best practice and learning across the three Community Partnerships
* Co-ordinate and maintain a list of key organisations providing funding, bid writing support and training (e.g. VCS Infra-structure support), including signposting Community Partnerships representatives to the relevant service.
* Facilitate and maintain relationships with a broad range of internal and external stakeholders across the AWC Integrated Care Partnership to enable successful planning, implementation, delivery and evaluation of projects which they are leading on or managing

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|  **Personal Development**  |

* Attend relevant local, regional and national continuing personal and professional development activities in order to maintain knowledge and skills
* Participate in annual staff development review. Formulate an annual personal and professional development plan so that knowledge and skills develop to meet objectives and changes in the service and organisation.
* Ensure all required training, including mandatory training is completed in expected timescales.

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| **General Requirements:** |

* It is the responsibility of each member of staff to maintain confidentiality at all times.
* Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues and public. Staff are expected to comply with the VCSA Health and Safety Policy.
* Mandatory training requirements that are relevant to the post must be decided during Personal Development Review and a training plan developed.
* Staff should be aware of their individual responsibilities under the Equal Opportunities, Diversity and Inclusion Policy and ensure that they adhere to the provisions of the policy.

**Safeguarding Children**

Staff must ensure:

* That their functions are discharged with regard to the need to safeguard and promote the welfare of children (Working Together to Safeguard Children 2018). <http://www.workingtogetheronline.co.uk/index.html>
* Information sharing is recognised as a vital element in safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action. Staff should align practice with HM Government guidance (2018) that sets out advice for all frontline practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case by case basis.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_ data/file/1062969/Information\_sharing\_advice\_practitioners\_safeguarding\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_%20%20data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf)

* As part of their work with children and families and with adults who are parents or carers who are experiencing personal problems, that the needs of the children are considered and that where necessary they are assessed and appropriate referrals are made. Staff need to be aware of the relevant parts of *What To Do If You’re Worried A Child Is Being Abused* (DfE 2015)

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

* That they undertake child protection / safeguarding children training in line with the CP and Alliance requirements.

**Safeguarding Adults**

All staff:

* Must understand how the Care Act applies to their role especially sections 42 to 47 of the Care Act (2014) chapter 14 of the statutory guidance that states:

Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved.

* Must comply with mandatory training requirements and ensure that adult safeguarding is embedded as an essential part of their daily practice. Safeguarding is everyone’s business and staff within the organisation have a particular responsibility to ensure all safeguarding concerns are responded to effectively and efficiently in accordance with the organisation’s Safeguarding Adults Policy and Procedures.

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets/care-act-factsheets>

**Equal Opportunities**

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The VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

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| **Person Specification** |

|  | **Essential** | **Desirable** |
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| **Qualifications / Professional registration** | Application and interview* Qualified to minimum Level 4 in subject relevant to the role, or significant experience in a similar role
 | NVQ II in Business Project Management qualification (e.g. PRINCE2)Administration/educated to GCSE standard or equivalent  |
| **Experience** | Application and interview* Understanding and demonstratable practice/ experience of project facilitation
* Work independently and/or part of a team, where required to do so
* Experience of developing and maintaining systems/databases to monitor progress against outcomes
* Experience of prioritising work, meeting deadlines and working accurately under pressure
 | * Has previously worked within a rural area
* Experience of managing similar projects, taking a methodological approach, within the voluntary sector, health and social care.
* Experience of working in partnership with a number of organisations at any one time
* Experience of working with a range of stakeholders from grassroots VCS organisations to Commissioners
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| **Skills/ Knowledge** | Application and interview * Knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Outlook
* Excellent telephone manner and interpersonal skills with the ability to communicate at all levels
* Ability to use own initiative and have good problem solving, organisational and prioritising skills with meticulous attention to detail
* Knowledge of current health and social care systems and issues
 | * Understanding of Health Inequalities across AWC
* Effective verbal and written communications skills in a variety of settings and formats
* A practical approach to problem solving
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| **Disposition and attitudes**  | Application and interview * Conscientious and confident, willing to contribute and be flexible as a team member
* Demonstrate reliability, motivation and commitment
* Must maintain confidentiality and deal with sensitive and personal data at all times
 | Ability to challenge with a solution-focussed approach |
| **Personal Circumstances**  | * Ability and willingness to travel across AWC
* Ability to work flexible hours as required by the nature of the role
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| **Job Risk Profile** |

|  | **Details of Risk Level** |  |
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| **This role involves:** | **Yes** | **No** | **Rare** | **Occasional** | **Frequent** | **Examples** |
| Lifting Weights / objects between 6 – 15 kilos |  | X |  |  |  |  |
| Lifting weights / objects above 15 kilos |  | X |  |  |  |  |
| Using equipment to lift, push or pull patients / objects |  | X |  |  |  |  |
| Lifting heavy containers or equipment |  | X |  |  |  |  |
| Running in an emergency |  | X |  |  |  |  |
| Driving alone / with passengers / with goods | X |  |  | X |  | Attend meetings |
| Invasive surgical procedures |  | X |  |  |  |  |
| Working at height |  | X |  |  |  |  |
| Concentration to assess patients / analyse information |  | X |  |  |  |  |
| Response to emergency situations |  | X |  |  |  |  |
| To change plans and appointments / meetings depending on the needs of the role | X |  |  |  | X | To prioritise meetings and work priorities as they arise |
| Clinical Interventions |  | X |  |  |  |  |
| Informing patients / family / carers of unwelcome news |  | X |  |  |  |  |
| Caring for terminally ill patients |  | X |  |  |  |  |
| Dealing with difficult family situations |  | X |  |  |  |  |
| Caring for / working with patients with severely challenging behaviour |  | X |  |  |  |  |
| Typing up of minutes / case conferences |  | X |  |  |  |  |
| Clinical / hands on patient / client care |  | X |  |  |  |  |
| Contacts with blood / bodily fluids |  | X |  |  |  |  |
| Exposure to verbal aggression |  | X  |  |  |  |  |
| Exposure to physical aggression |  | X |  |  |  |  |
| Exposure to unpleasant working conditions dust / dirt / fleas |  | X |  |  |  |  |
| Exposure to harmful chemicals / radiation |  | X |  |  |  |  |
| Attending the scene of an emergency |  | X |  |  |  |  |
| Food preparation and handling |  | X |  |  |  |  |
| Working on a computer for majority of work | X |  |  |  | X | Using Excel/Word etc. to collect, compile information  |
| Use of road transport | X |  |  | X |  | Travel between venues across the area, where meetings are held |