**Job Description –Workstream Coordinator**

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| Responsible to | Divisional Director |
| Salary | **£33,782 NJC PT 30** |
| Hours per week | 35 |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years) |
| Main base | Salford |
| Contract | 12 Months |
| Safeguarding level of responsibility | Lead |
| Level of DBS check needed  Disqualification by Association check required? | Enhanced |

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| Main aims of the post |
| To coordinate the social prescribing work stream for Salford Third Sector Consortium (S3SC) supporting the successful delivery of a Salford wide social prescribing model through a neighbourhood anchor approach. |

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| Main duties of the post |
| * Working with the anchor organisations and broader delivery partners to establish a shared ownership of the model and their individual and collective roles in delivery of the model * Working with the anchor organisations to develop a ‘one team’ city-wide approach to delivery of the model * Work with the anchor organisations to develop a shared delivery plan which can be monitored and reviewed by the project management group. * Help develop a training and mentoring plan to support successful project delivery for the social prescribing workstream; fostering the development and sharing of good practice within the project. * Provide support to PCCA Anchors as required to ensure continued effective relationships with Health and Social Care professionals, Information, Advice and Guidance Services, support services, stakeholders and partners * On behalf of S3SC co-ordinate and collate social prescribing workstream reports and monitoring information and provide them to the Salford CVS Person and Community Centred Approach Programme Manager. * To embed monitoring and evaluation activity into the social prescribing workstream activity, ensuring that the PCCA Anchors understand and comply with all the necessary requirements (including developing systems, writing reports and preparing data as appropriate). * Working with the PCCA Anchor organisations to collect broader qualitative and outcome data from case studies, focus groups and interviews to understand how or why the delivery approach is impacting on people and the community. * Provide S3SC Board regular updates on delivery including highlighting any areas of concern and good practice. This includes any differences in the efficiency and effectiveness of the service delivery by the anchor organisations. * Liaise with Salford Third Sector Consortium members to connect them into the work of the PCCA Anchors. * Where necessary provide training/briefing sessions to external providers on the service on behalf of S3SC * To work within the Big Life Group and Salford Third Sector Consortium’s values ethos and vision * To work in accordance with all relevant Big Life Group policies and procedures particularly (but not exclusively) Health and Safety; Equalities, Information Governance and Safeguarding * To commit to own personal development and attend training or development activities as required * To manage own time and workload effectively, whilst also working as part of a team * To undergo regular line management and at least an annual appraisal with your line manager. * To undertake any other duties as required and as appropriate to the post |

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| General work related expectations |
| 1. To work within the Big Life group values ethos and vision |
| 1. To contribute to the development of the Big Life group |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |

**Minimum Training required for this post**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Confident Managers | ✓ | Once | Discuss with line manager |
| Mission and Values | ✓ | Once |  |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Safeguarding for Managers | ✓ | Every 3 years |  |
| Designated Safeguarding Lead Training |  | Every 3 Years |  |
| Health and Safety (external IOSH) | ⬩ | Every 3 years |  |
| Health and Safety internal/briefing | ✓ | Annual |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager

**Person Specification - Senior Manager**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| **PS Ref** | **Skills, abilities and experience** | **Essential (E)**  **Desirable (D)** | **Indicator** |
| **Skills & Abilities** | | | |
| 1 | Ability to network and form positive and productive working relationships with a range of people from different professional and personal backgrounds | E | Application  Interview |
| 2 | Ability to work alongside and influence senior managers across sectors | E | Application  Interview |
| 3 | Excellent coordination and organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines | E | Application  Interview |
| 4 | High level of computer literacy and able to use MS office applications (Word, Excel, PowerPoint) in order to produce reports, statistics, presentations and newsletters to a high standard | E | Application  Interview |
| 5 | Excellent communication skills, including the ability to make oral presentations and prepare concise written reports and briefings for a variety of audiences | E | Application  Interview |
| 6 | Strong analytical skills and an ability to present complex information in a manner which is understandable to non-technical audiences | E | Application  Interview |
| 7 | The ability to give guidance in a positive and constructive way | E | Application  Interview |
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| **Knowledge** | | | |
| 8 | Knowledge of Asset Based Community Development | E | Application  Interview |
| 9 | Understanding of the issues faced by the Salford population and experience of working with people to improve their health and wellbeing | E | Application  Interview |
| 10 | Knowledge of the voluntary, community and social enterprise sector (preferably in Salford) | E | Application  Interview |
| 11 | Understanding of the importance of confidentiality, business sensitivity and the requirement of the Data Protection Act / General Data Protection Regulations | E | Application  Interview |
| 12 | An understanding of the concept and benefits of social prescribing | D | Application  Interview |
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| **Experience** | | | |
| 13 | At least two years’ experience of project management | E | Application  Interview |
| 14 | Experience of developing and maintaining partnerships with a range of partners from across sectors | E | Application  Interview |
| 15 | Extremely numerate with experience of gathering and analysing data to evidence outputs and outcomes. | E | Application  Interview |
| 16 | Experience of implementing systems to measure and demonstrate outcomes and impact within an  project or programme | E | Application  Interview |
| 17 | Experience of developing working practices which promote access and equality and which value diversity | E | Application  Interview |
| 18 | Experience of working within a health and social care setting | D | Application  Interview |
| 19 | Experience of partnership working with key referral agencies, including broader primary care agencies | D | Application  Interview |
| 20 | Experience of liaising with or working at board level alongside directors/trustees or an organisation | D | Application  Interview |
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| **Personal qualities / qualifications – to be assessed at interview** | | | |
| 21 | Able to work flexibly – including unsocial hours on occasion (evenings and weekends) - order to meet the needs of the job | E | Interview |
| 22 | Self-motivating, creative and energetic attitude to fulfilling a professional role | E | Interview |
| 23 | Ability to work unsupervised and to make decisions while prioritising ever-changing workloads | E | Interview |
| 24 | Willingness to continue personal and professional development and to undertake relevant training identified with your line manager | E | Interview |
| 25 | The ability and willingness to travel within Salford and across the Greater Manchester area | E | Interview |
| 26 | Own or have access to a car for business use | D | Interview |
| 27 | Willingness to undertake a DBS check (if necessary) | E | Interview |
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**Competency Framework**

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| **Competency: Driving Results** | |
| **Inspires a sense of purpose and direction** | Translates the strategy into operational goals and creates a shared sense of purpose within the business unit. Engages others in the strategic direction of the work area, **encourages their contribution** and communicates expected outcomes. |
| **Focuses strategically** | Understands the organisation’s objectives and links between the business unit, organisation and the group. Considers the ramifications of a wide range of issues, **anticipates priorities and develops long-term plans for own work area.** |
| **Harnesses information and opportunities** | Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical issues. Maintains an awareness of the organisation, looks for recent developments that may impact on own business area and finds out about best practice approaches. |
| **Shows judgement, intelligence and common sense** | Undertakes objective, critical analysis and distils the core issues. Presents logical arguments and draws accurate conclusions. **Anticipates and seeks to minimise risks.** Breaks through problems and weighs up the options to identify solutions. Explores possibilities and creative alternatives. |

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| **Marshals professional expertise** | Values specialist expertise and capitalises on the knowledge within the organisation as well as consulting externally as appropriate. **Manages contracts judiciously.** Contributes own expertise to achieve outcomes for the business unit. |
| **Steers and implements change and deals with uncertainty** | Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt. |
| **Delivers intended results** | Strives to achieve **and encourages others to do the same.** Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documented procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction. |
| **Manages Resources** |  |

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| **Competency: Builds productive relationships** | |
| **Nurtures internal and external relationships** | Builds and sustains relationships with a network of key people internally and externally. **Recognises shared agendas and works toward mutually beneficial outcomes.** Anticipates and is responsive to internal and external client needs. |
| **Facilitates cooperation and partnerships** | Brings people together and encourages input from key stakeholders. Finds opportunities to share information and ensures that others are kept informed of issues. Fosters teamwork and rewards cooperative and collaborative behaviour. **Resolves conflict using appropriate strategies.** |
| **Values individual differences and diversity** | Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences **to anticipate reactions** and enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives. |
| **Guides, coaches and develops people** | Encourages and motivates people to engage in continuous learning, and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly. |

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| **Competency: Exemplifies personal integrity and self awareness** | |
| **Demonstrates the group values, professionalism and probity** | Adopts a principled approach and adheres to the public sector values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums. |
| **Engages with risk and shows personal courage** | Provides impartial and forthright advice. Challenges important issues constructively, stands by own position and supports others when required. Acknowledges mistakes and learns from them, and seeks guidance and advice when required. |
| **Commits to action** | Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved. |
| **Displays resilience** | Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Maintains momentum and sustains effort despite criticism or setbacks. |
| **Demonstrates self awareness and a commitment to personal development** | Critically analyses own performance and seeks feedback from others. Confidently communicates strengths and acknowledges development needs. Acts on negative feedback to improve performance. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and embraces challenging new opportunities. |

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| **Competency: Communicates and influences effectively** | |
| **Communicates clearly** | Confidently presents messages in a clear, concise and articulate manner. Translates information for others, focusing on key points and using appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity. |
| **Listens, understands and adapts to audience** | Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. **Anticipates reactions and is prepared to respond.** Checks own understanding of others’ comments and does not allow misunderstandings to linger. |
| **Negotiates persuasively** | Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. **Encourages debate and identifies common ground** to facilitate agreement and acceptance of mutually beneficial solutions. |