###

# Job Description and Person Specification

# Prevention Capacity Builder Team Leader

|  |  |
| --- | --- |
| **Responsible to:** | **Service Manager** |
| **Salary:** | **£28,672 NJC 24 fixed point** |
| **Hours:** | **35 hours a week** |
| **Annual Leave:** | **25 days per annum** |
| **Based:** | **Lock 50 and at different venues across the Rochdale Borough townships** |
| **Fixed Term:** | **Permanent** |

|  |
| --- |
| Main Aims of the Post |
| To spread the knowledge of the prevention agenda across Rochdale and ensure organisations and groups are equipped to do this. To support capacity building within organisations across the borough and provide strategic support through prevention networks. To lead, manage and motivate staff and relevant external delivery partners.To ensure delivery and impact are monitored and reports prepared for internal and external purposes.Ensure that services across the Borough are delivered within an ethos of service excellence, self help support and community engagement.  |

|  |
| --- |
| Main duties |
| * To provide leadership to all staff within Training & Capacity Services, ensuring that all staff understand their contribution to achieving organisational objectives
* To provide a range of interventions including training courses, groups, volunteer projects, community development initiatives and resource hubs
* To develop partnerships and successful relationships with local communities and agencies to identify people who will benefit from Living Well expertise and build pathways into services for specific community groups
* To develop and deliver robust operating procedures in line with Big Life Group governance policies
* Representation at specific meetings relevant to the Prevention Agenda
* Development of bespoke training programme linked to local need and assets and management/audit of performance of training services and quality assurance of volunteer / community projects
* Development and delivery of the Living Well training programme
* Help to identify opportunities for joint working with partners, colleagues within Living Well and volunteers
* To develop and implement workforce plans to meet current and future needs
* To ensure that a robust performance framework is in place to monitor and improve performance (where required) in order to achieve internal and external targets within the team
* In conjunction with the Service Manager and other relevant staff, to ensure the provision of regular performance reports for internal and external purposes
* To work closely with relevant staff to ensure services adhere to external clinical standards set by professional bodies and other relevant stakeholders.
* To act as an ambassador for Living Well and The Big Life group
* To advise colleagues and deliver support around risk management and safeguarding processes
* Ensuring the staff team are confident and knowledgeable in risk management, safeguarding and vulnerable adults’ policies and processes
* To undertake other work that may arise on a day-to-day basis to support the service
 |

|  |
| --- |
| General Work Related Expectations |
| * To work within the Big Life Group’s Values, Ethos and Vision.
* To contribute to the development of the Group (TBLG)
* To work in accordance with all Policies and Procedures of TBLG
* To identify and attend training as required
* To work in accordance with all relevant legislation
* To undergo regular supervision and an annual appraisal
* To work flexibly in line with service requirements
* To undertake any other duties as required, appropriate to the post
 |

**Person specification**

|  |
| --- |
| **Experience/ Knowledge/Skills/Qualifications**  |
| Experience* Knowledge and experience of:
* community development
* Building capacity in external organisations
* Training and/or resource management
* Experience of leading a team within a health/social/community development setting
* Experience of setting up and managing complex projects
* Experience of implementing and evaluating projects within the community, managing community stakeholders
* Experience of establishing and monitoring information systems within a team
* Ideally experience of contract management and working with commissioners
* Experience of interpreting and analysing information and making the necessary changes to service/business
* Experience of setting targets, monitoring progress, and securing successful outcomes through capability/performance management frameworks

Knowledge* Knowledge of the Prevention Agenda and Public health outcomes Framework
* An understanding of the barriers to accessing services within communities and commitment to design/manage services to overcome barriers

Skills* The skills to communicate in a wide-range of settings
* Excellent written skills with experience of writing reports for a range of audiences
* Excellent IT skills including Microsoft packages and confidence in using databases
* Excellent interpersonal skills and the ability to motivate a team within an assets-based management team
* Excellent listening skills and the ability to build relationships with peers in the management team as well as your own team and external agencies
 |