



Sefton CVS
Supporting Local Communities

JOB DESCRIPTION

Job Title:	Community Connector
Salary:	£22,932 per annum
Location:	Sefton CVS, Burlington House, Waterloo
Hours:	Full time - 35 hours per week
Term:	Fixed term (12 months in the first instance)
Accountable to:	Living Well Sefton Programme Manager
Benefits:	26 days annual leave (plus bank holidays), rising to 29 days after 5 years' service. Company pension scheme with contributions of 6%. 24/7 Employee Well-being Assistance Programme. Life Assurance of 2 x annual salary. Income protection scheme (illness). Flexible working.

We pride ourselves on being an inclusive and supportive employer.

Our vision is to develop a vibrant voluntary, community and faith sector that encourages and supports independent, resilient and sustainable communities.

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.

Sefton Council for Voluntary Service (CVS)
Registered Charity No. 1024546. Company Limited by Guarantee No. 2832920.
Suite 3B, 3rd Floor, North Wing, Burlington House, Crosby Road North, Waterloo, L22 0LG
Tel: (0151) 920 0726 Email: mail@seftoncv.org.uk

- 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

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You 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

You 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.

Equality, Diversity and Inclusion

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark 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 encourage and 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
QUALIFICATIONS		
<ul style="list-style-type: none"> Community development/health and social care qualification or equivalent 	D	Application/Interview
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> 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 	E	Application/Interview
<ul style="list-style-type: none"> Ability to prioritise and organise own work load 	E	Application/Interview
<ul style="list-style-type: none"> Excellent communication and interpersonal skills, able to communicate with people and groups at a range of levels 	E	Application/Interview
<ul style="list-style-type: none"> 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 	E	Application/Interview
<ul style="list-style-type: none"> Willing to work flexibly outside normal working hours to meet the needs of the service 	E	Application/Interview
<ul style="list-style-type: none"> Excellent IT skills, confident in using a range of IT platforms, applications and devices such as Outlook, Word and Excel effectively 	E	Application/Interview
<ul style="list-style-type: none"> Understanding of the principles of behaviour change and health inequalities in Sefton 	E	Application/Interview
EXPERIENCE		
<ul style="list-style-type: none"> Experience of working with datasets to interrogate data, developing evaluation materials and reports 	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
PERSONAL REQUIREMENTS		
• 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 understand 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



Common Requirements that are essential for all Sefton CVS posts

Personal Skills

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- 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.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

Equal Opportunities

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.