



# Sefton CVS

Supporting Local Communities

## JOB DESCRIPTION

**Job Title:** VCF Engagement and Network Lead (Adults & Health)  
**Salary:** £31,000 - £34,000 per annum  
**Hours:** Full time - 35 hours (part time can be considered)  
**Benefits:** 26 days annual leave (29 after 5 years' service) plus bank holidays.  
 Company pension scheme with contributions of 6%.  
 24/7 Employee Assistance Programme.  
 Life Assurance of 2 x annual salary.  
 Income Protection Scheme.

**Location:** Hybrid  
**Responsible to:** Assistant Chief Executive

### Job Purpose:

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

The co-ordination of the VCF sector voice through networks and in building cross sector partnerships to support the VCF sector's role in local integrated care systems and the wider health system in relation to adults.

To coordinate an active Health and Social Care Forum and associated sub-groups, as vehicles for multi-agency working within the Borough's health and social care system.

Elevate the voice and role of the VCF sector acting for, and with, the sector in articulating its contribution in service planning and delivery, policy development and through consultation and engagement processes.

To co-ordinate, develop and facilitate Sefton In Mind (the VCF sector mental health alliance) and its engagement with the integrated health system and key stakeholders.



## Main Duties and Responsibilities:

- Facilitate and coordinate the Health and Social Care Forum network and events, preparing agendas, papers and presentations in conjunction with the Chair and with Line Manager.
- Facilitate and coordinate the work of the mental health VCF alliance, Sefton in Mind, including planning and meeting preparation and regularly engaging with VCF sector mental health providers and key stakeholders.
- Facilitate and coordinate the work of Sefton Dementia Friends and Sefton Older People's Forum, including raising awareness and supporting the Sefton Dementia Strategy planning; creating mechanisms ensuring the voice and participation of older citizens is enabled into the development of e.g. the Ageing Well Strategy.
- Interpret policy documents, prepare relevant reports and summaries and ensure that information is disseminated widely, through social media, CVS website, bulletins and forums.
- Provide expertise and information on Integrated Care System priorities, strategies and processes, to the VCF sector and engage positively with partners and system stakeholders.
- Support VCF sector representatives engaged in system planning meetings, ensuring they are briefed and enabled to participate in presenting sector perspective, including facilitating feedback to networks and forums.
- To promote and facilitate partnership work, ensuring the VCF sector is involved at all levels of current and future activities.
- Management of time-limited health and wellbeing projects.
- Where appropriate, to represent the Health and Social Care Forum, Sefton in Mind, on working groups and partnerships.
- Support sector engagement in utilising social impact tools, to demonstrate the sector's contribution to delivering ICP priorities.
- Recognise opportunities to refer and signpost to wider Sefton CVS colleagues in supporting the capacity of the VCF sector, e.g. policy and best practice, funding sustainability, commissioning opportunities, volunteering.
- To support access to communities of practice, training and learning opportunities, including safeguarding, to VCF sector delivering services for adults.
- To promote the work of the VCF sector in delivering services for adults.
- To attend training courses, briefings and conferences as required.



- To undertake other 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 your 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.

## Hours of Work

You must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. You will be expected to adopt a mature and common-sense approach to this arrangement.

## 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

### Assessment Methods Key:

AF –Application Form

C – Certificates

I – Interview

P - Presentation

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<p>1. <b><u>Qualification:</u></b></p> <p>Degree or equivalent level of qualification or work experience</p>	D	
<p>2. <b><u>Experience:</u></b></p>		
<p>Experience of working within the voluntary, community and faith sector at a strategic level</p>	E	AF/I
<p>A track record or capability of working effectively and in co-operation and partnership with a wide range of communities, partner agencies, system providers, public agencies, voluntary bodies and statutory authorities.</p>	E	AF/I
<p>Planning and facilitation of meetings, networks and/or events</p>	E	AF/I
<p>3. <b><u>Ability, Skills &amp; Knowledge</u></b></p>		
<p>Knowledge of health and social care services and integrated health and care policy in England</p>	E	AF/I/P



Excellent communications skills to create policy digests and disseminate concise briefings, using various communication mediums	E	AF/I/P
Ability to lead and facilitate partnership working, negotiating and communicating with the sector to bring them together as a cohesive group	E	AF/I/P
Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities	D	AF/I/P
IT literate and ability to use Microsoft Office and CRM platforms.	E	AF/I
<b>4. <u>Personal Style and Behaviour</u></b>		
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the population	E	AF /I
An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect.	E	AF/I
Desire and ability to proceed by consultation and engagement. Utilising influence with stakeholders	E	AF/I/P



## **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.