



JOB DESCRIPTION

Job title:	Network Development Officer
Salary:	£20,800 pro-rata (£26,000 FTE)
Location:	Sefton CVS Burlington House Office/ Hybrid
Hours:	4 days per week / 28 hours (0.8 FTE)
Accountable to:	Network and Engagement Lead
Benefits:	26 days annual leave (29 after 5 years' service) plus bank holidays (pro-rata for part-time hours). Company pension scheme with contributions of 6%. 24/7 Employee Well-being Assistance Programme. Life Assurance of 2x 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:

To provide co-ordination and administrative support to the Forum Co-ordinators in bringing together the VCF sector voice through networks and cross sector partnerships, supporting the VCF sector's role in local integrated care systems and the wider health system in relation to adults, children, young people and families.

To support the smooth running of an active voluntary sector collaborative forums and associated sub-groups, as vehicles for multi-agency working within the Borough's health and social care system.

To support the Forum Co-ordinators in elevating the voice and role of the VCF sector, helping the sector to articulate its contribution in service planning and delivery, policy development and through consultation and engagement processes.

To provide practical support to the co-ordination, development and facilitation of Forums and sub-groups and their engagement with local partners and key stakeholders.

Main Duties and Responsibilities:

- Support the Forum Co-ordinators to facilitate and co-ordinate the Health and Social Care Forum and Every Child Matters Forum, Subgroups and events, including arranging meetings, booking venues, preparing and circulating agendas and papers, and taking accurate notes and minutes.
- Support the work of Sefton Dementia Friends and Sefton Older People's Forum and Sefton In Mind including helping to raise awareness and assisting with mechanisms that enable the voice and participation of older citizens to inform the development of strategies such as the Ageing Well Strategy.
- Support the work of the Every Child Matters Forum, Thrive Network and Sefton Youth Voice Strategic Steering group, including helping to raise awareness and assisting with mechanisms that enable the voice and participation of children and young people.
- Deputise for Forum Coordinators and represent Sefton CVS at multi-agency meetings and partnerships.
- Support the work of Sefton Emotional Achievement Service and wider associated working groups.
- Assist with the preparation of reports, summaries and briefings, and help ensure that information is disseminated widely through social media, the CVS website, bulletins and forums.
- Maintain accurate records, databases, mailing lists and contact information for forums, networks and their members.
- Provide administration and monitoring for grants programmes.
- Support VCF sector representatives engaged in system planning meetings, helping to ensure they are briefed and enabled to participate, and assisting with feedback to networks and forums.
- Help to promote and facilitate partnership work, supporting the Forum Co-ordinators to ensure the VCF sector is involved at all levels of current and future activities.
- Contribute to a culture of shared learning, intelligence and good practice across sectors.
- Support sector engagement in utilising the Social Impact Tool and Community Insight Tool and help highlight 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 and volunteering.
- Help to co-ordinate access to communities of practice, training and learning opportunities, including safeguarding, for the VCF sector delivering services for adults, children, young people and families.
- Support the promotion of the work of the VCF sector in delivering services for adults, children, young people and families.
- 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 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:

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

P - Presentation

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
1. Qualification:		
Degree or equivalent level of qualification or work experience	D	AF/C
2. Experience:		
Experience of providing administrative and/or co-ordination support within an office, project or community environment	E	AF/I
Experience of working co-operatively with a range of communities, partner agencies, public agencies, voluntary bodies and statutory authorities	E	AF/I
Experience of working within, or an understanding of, the voluntary, community and faith sector	D	AF/I
Experience of supporting the organisation and delivery of meetings, networks and/or events	D	AF/I
3. Ability, Skills & Knowledge		
Awareness or knowledge of integrated health and care policy in England	D	AF/I/P
Good written and verbal communication skills, with the ability to produce clear notes, minutes, summaries and briefings using various communication mediums	E	AF/I/P
Ability to support partnership working, building good working relationships with the sector and helping to bring people together	E	AF/I/P
Ability to organise information, prioritise a varied workload and adopt a practical approach to problem solving with competing priorities	E	AF/I/P

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
IT literate and able to use Microsoft Office (Outlook, Word, Excel, Teams/Zoom)	E	AF/I
4. Personal Style and Behaviour		
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the population	E	AF/I
The ability to respond to constructive challenge, not be discouraged and to remain motivated and enthusiastic	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, supporting positive relationships 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.