**Inspiring Communities Together**

**Application Pack**

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**Community Connector (Swinton)**

Closing Date: 9am, 31st August 2021

Interview Date: TBC

# **Introduction**

# Thank you for considering applying for the role advertised. This pack has been created to help you learn more about Inspiring Communities Together and ensure that you complete a good quality application.

Further information about Inspiring Communities Together and the work we do can be found on our website: [www.inspiringcommunitiestogether.co.uk](http://www.inspiringcommunitiestogether.co.uk)

Further information about Wellbeing Matters can be found on Salford CVS website: <https://www.salfordcvs.co.uk/wellbeing-matters>

Please do visit both websites as we want applicants to be able to understand who we are as an organisation, the role of the voluntary sector in delivery of the city-wide social prescribing model. This will help you demonstrate how your skills and experience meet the requirements of the advertised role.

**Information for applicants**

# In this pack we have provided you with information and guidance to help you through the application process but should you have and difficulties please do not hesitate to contactBernadette Elder, Chief Executive Officer via email on[bernadette@inspiringcommunitiestogether.co.uk](mailto:bernadette@inspiringcommunitiestogether.co.uk)

All applications must be submitted by email and completed electronically. No handwritten applications will be accepted. Application is via CV and covering letter. Please note that applications will not be considered where a complete CV and covering letter outlining suitability against the person specification is not submitted.

Please complete and return the equality monitoring form with your CV and covering letter.

Your CV should be no more than two sides of paper and should contain:

* A summary of your employment history
* Any relevant qualifications, including education
* Personal information
* Details of two references who we may contact if you are offered the position

*Please ensure your covering letter (no more than 2 sides of paper) includes the following information:*

* *Your suitability for the role against the person specification outlined below. This is a key part of the process which allows you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile.*
* *At least one example of your previous experience (paid work or volunteering) for each person specification requirement.*

**Top tips**

* Don't be afraid to highlight your accomplishments and unique selling points and don't shy away from confidently stating you can carry out certain competencies well.
* Don’t rewrite your CV - your cover letter and CV should work together but they shouldn't repeat each other. Use your cover letter to add context and detail to certain skills and experiences mentioned in your CV - always keeping in mind the job description/person specification.
* Don’t writing your life story - it's easier to waffle in your cover letter than on your CV but don't fall into this trap. You need to keep cover letters concise and to the point.
* Don’t forget to proofread - Your cover letter is your first impression. If your letter includes any misspelled words or grammatical errors, that becomes our first impression of you.
* Don’t use a standard template – It is easy to copy and paste from a standard template but this just shows you have not spent time selling yourself.

Please return your completed documents by **9am, Tuesday 31st August 2021** to [office@inspiringcommunitiestogether.co.uk](mailto:office@inspiringcommunitiestogether.co.uk) with the reference **WBMCC** in the subject header.

Interview date to be confirmed

**Acknowledgement and feedback**

You will receive an email acknowledgement of your completed application. Should you be unsuccessful at the shortlist stage, you will be notified by email. Invitations to the interview will be sent via email.

All unsuccessful applicants are welcome to ask for feedback on the reasons for not being shortlisted or selected at interview stage. Feedback for not being shortlisted will only be given by email.

Feedback following non-selection at interview stage can be given by email or telephone at an agreed time.

Successful applicants are required to become members of Inspiring Communities Together.

Thank you for your interest in Inspiring Communities Together. Please take care of yourself and those around you.

Yours sincerely



Bernadette Elder

Chief Executive Officer

**Job Description – Community Connector (Wellbeing Matters)**

| **Job title:** | Community Connector Wellbeing Matters – Swinton |
| --- | --- |
| **Team:** | City wide |
| **Salary:** | £24,118 per annum |
| **Hours:** | 35 hours per week |
| **Location:** | This post will be offered on a blended working arrangement, working from the Innovation Forum, in the community across Salford (for which mileage will be paid) and at home. |

**Job Overview**

Based within a Neighbourhood Anchor Charity Inspiring Communities Together you will work as part of a citywide social prescribing programme Wellbeing Matters leading on the delivery of the Swinton element.

Working across the area of Swinton you will support individuals currently referred via clinical leads through a person-centred conversation to connect with local community assets to improve their own health and wellbeing.

In addition to working with individuals, you will be working with city wide community development workers to map opportunities for individuals to connect to within the neighbourhood. Finding solutions to fill any gaps identified.

**Main duties and responsibilities**

**Project development and delivery**

* Develop positive working relationships and accept referrals from key health workers including Care Navigators, GP’s, and Neighbourhood Enhanced Care Teams
* Develop and maintain good communication with people accessing the service to ensure that their strengths, goals and preferences as individuals are met and connect them to relevant services and opportunities within their community to achieve these**.**
* Build up knowledge of what services are available in the local and wider community and assist with recording this both locally and centrally
* Develop and maintain effective working relationships with key relevant community-based service providers to ensure effective and smooth onward referrals e.g. other local voluntary, community and social enterprise organisations
* Identify local gaps in meeting a specific need and feed this information into delivery team meetings and to the neighbourhood volunteer development worker.
* Monitoring and record key information regarding individual’s participation in the programme including tracking their experience and outcomes and provide timely feedback to referral partners.
* Support and assist with the monitoring and evaluation of the programme including producing relevant monitoring reports as well as collecting 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 local community
* Support project development by raising awareness of the service through training, presentations and events.
* As part of the wider social prescribing team contribute to the development of the service including the development and maintenance quality assurance and improvement systems that monitor standards and support high-quality service delivery.

**Other**

* To support the team to achieve the wider team objectives
* To attend team meetings, supervision sessions and any external meetings as required
* To work flexibly and undertake, when required, other duties associated with supporting the needs of the organisation, which may be reasonably determined by the line manager and/or management team
* To work flexibly and attend occasional meetings and events outside normal working hours (evenings and weekends) for which notice will be given
* To undertake training and professional development as and when required
* Ensure high levels of professional conduct including punctuality, dress, presentation and administration
* Comply with the policies of Inspiring Communities Together at all times

###### **Please note that because this job may involve working with young people and vulnerable adults, we will ask you to complete Enhanced DBS check. You must tell us in your application if you have any convictions, bind-overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment.**

| **Review arrangements** |
| --- |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the organisation will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

| **Date job description prepared/revised:** | **07/06/2021** |
| --- | --- |
| **Prepared/revised by:** | **Bernadette Elder** |
| **Agreed job description signed by holder:** |  |

**Personal Specification**

**Note to applicants:**

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so will mean that you will not be invited for interview.

| **Essential criteria** | |
| --- | --- |
|  | Good verbal communication skills and interpersonal skills |
|  | Able to support people from a range of backgrounds to make positive change and to achieve their goals. |
|  | Able to support people to make their own decisions and take their own actions |
|  | The ability to give guidance is a positive and constructive way |
|  | The ability to develop and maintain relationships with a range of partners including the public, health care professionals and the voluntary sectors |
|  | A good level of computer literacy including applied knowledge of Microsoft Office (Word, Excel and Outlook. |
|  | The ability to make oral presentations and participate in formal meetings with a variety of audience and stakeholders |
|  | Good coordination and organisational skills, including the ability to prioritise and plan own workload, manage multiple tasks and work to tight deadlines. |
|  | Ability to work as part of a team as well as independently |
|  | Understanding of the wider determinant of health and wellbeing |
|  | A familiarity with the principle of behaviour change and the barriers that individuals may face |
|  | An understanding of the concept and benefits of social prescribing. |
|  | An understanding of the importance of confidentiality and the basics of Data Protection. |
|  | Knowledge of the city of Salford |
|  | Experience of monitoring outputs and outcomes of projects and to produce written reports as required. |
| **Desirable criteria** | |
|  | Experience of working with community organisations and groups or within a health and social care setting |
|  | Experience of working effectively with people who may be in a difficult or emotional personal situation |
|  | Experience around the positive benefits of making lifestyle changes (either your own or supporting other people) |
| **Personal qualities** | |
|  | Ability to act honestly, reasonably and with integrity |
|  | Active commitment to equality and diversity |
|  | Commitment to promoting the core values of the organisation |
|  | Own or have access to a car for business use |

**Inspiring Communities Together** **Equality** **Monitoring Form**

At Inspiring Communities Together, we want to know that we are giving people equal opportunities throughout all aspects of our work. To ensure this happens we need to collect information from you. Please help us by answering the following questions

The information you provide will be used solely for monitoring purposes and will be treated as confidential

1. I would describe my origin as (please tick as appropriate)

| **WHITE** | | **MIXED BACKGROUND** | | **ASIAN OR ASIAN BRITISH** | |
| --- | --- | --- | --- | --- | --- |
| English |  | White and Black Caribbean |  | Indian |  |
| Scottish |  | White and Black African |  | Pakistani |  |
| Welsh |  | White and Asian |  | Bangladeshi |  |
| Irish |  | Other mixed Background |  | Other Asian background |  |
| Other White background |  | | | | |
| **BLACK OR BLACK BRITISH** | | **CHINESE, CHINESE BRITISH OR OTHER ETHINIC GROUP** | | | |
| Caribbean |  | Chinese | | |  |
| African |  | Other background | | |  |
| Other Black background |  | | | | |

| 2. | My gender is: | | | |
| --- | --- | --- | --- | --- |
| Male | | □ | Female | □ |
| Prefer to self-describe | | □ | Prefer not to say | □ |

3. Please tick if you identify as LGBTQ+ □

4. Do you consider you have a disability? Yes No

5. Age: under 18 18-30 31-60 over 60 