**Job Description**

# Job Title: Partnership Officer (Health and Wellbeing)

# Hours: 35 hrs pw (term time only – 40 weeks per year)

# Salary: Point 28- 31 (Starting £26,776- progressing to £29,480)

# Pro rata for term time = £20,596

# Pension: BVSC will contribute 6% of your salary

# Responsible to: Chief Executive

# Purpose of the post

To play a coordinating role in:

1. Communicating effectively between the voluntary sector and statutory agencies so they are working well together. Ensuring that the voluntary sector has a strong voice and is involved in planning and delivering the best possible services to keep residents in Bexley healthy and happy.
2. Taking an operational lead to ensure that the voluntary sector has a strong voice and is involved in planning and delivering the best possible services to improve the health and wellbeing of Bexley residents.

# Background

Bexley Voluntary Service Council (BVSC) is the ‘go to’ place for all things community and voluntary related and we aim to ensure that there is a strong, sustainable and influential voluntary and community sector that can make a positive difference to people’s lives in Bexley.

This is an exciting new post to deliver our voice, influence and representative activity. The successful candidate will have a key role in creating and connecting partnerships across voluntary, public and private sectors in the field of health, and wellbeing. For a more cohesive and integrated offer for residents.

Collaborative working and effective communication with key stakeholders and senior decision makers will be a significant part of this role. Your ability to give an authoritative voice to our sector and to influence key decision-makers will be crucial.

You will need to demonstrate excellent organisational skills, experience of building multisectoral partnerships and relationships and have outstanding communication skills.

Our chosen candidate will have a clear understanding of the Voluntary and Community Sector (VCS).

The role will require co-ordination of the Safer Bexley Mark which is an audit of VCS groups safeguarding policies and procedures.

You’ll need to be able to work flexibly and on your own initiative to meet the

needs and demands of the VCS sector and our public and private sector partners.

# Key Duties

* To facilitate engagement of the voluntary sector on health and wellbeing issues. This will include groups that support children, young people, adults, disabled, BAME and very small groups.
* To work effectively and collaboratively with VCS leaders and stakeholders on a wide range of initiatives.
* Co-ordinating the views of the sector by planning, facilitating and managing BVSCs voice and influence activity including but not restricted to the CYP network, the Voluntary Forum, the Adult Health and Social Care network, the Compact Steering groups, the Advice Providers forum and the Small groups network.
* To coordinate the Voluntary Forum Representatives that sit on cross sector Boards; organising and monitoring support, feedback and impact.
* To co-ordinate the Safer Bexley Mark- an audit of VCS groups safeguarding policies and procedures.
* To support the partnership work of BVSC by translating national and local policy into relevant guidance for the sector.
* To input the specific needs of providers into BVSCs annual training programme and provide support to training as required.
* To effectively represent BVSC and the Sector at a wide range of strategic and operational partnership meetings and events.
* To facilitate voluntary and community groups to access funding by:
  + Ensuring that information on available funding is disseminated to relevant VCS groups.
  + Working strategically with partners to develop commissioning process and practice.
  + Assisting in the application process
  + Developing relationships with funders
* To develop policies and processes, information factsheets and good practice resources to support VCS groups in leadership, engagement, impact and influence.

General

* Liaise with CEO to ensure representation at all key meetings’
* Working with the Chief Executive and the Operations Manager, to plan and organise conference/events for the sector. Where necessary, make presentations to, and on behalf of, the voluntary sector.
* To prepare reports and statistical information for monitoring and evaluation purposes.
* To demonstrate a commitment to BVSC and Volunteer Centre Bexley and support at least two BVSC promotional events each year
* To comply with, and share responsibility for ensuring the implementation of, BVSC policies and procedures and key legislation such as GDPR.
* To assist with general office duties such as answering the phone or welcoming visitors
* Attending staff meetings, supervision and training as required.
* Undertake any other duties that may reasonably be assigned from time to time including travel throughout the borough to attend events and meet with volunteers and organisations.

These are the normal duties which are required of the position, however we do require that all staff be flexible and may be required to perform other duties to ensure the efficient running of services.

# Person Specification

We are looking for people who demonstrate personal qualities that are consistent with our organisational values, who have the right experience and skills for the role.

# Key

Demonstrate suitability via: A-Application, I-Interview, P-Presentation

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| **Values** | **What we expect of the Partnership and**  **Influence Lead** | |
| Integrity, honesty and transparency | To do the right thing, even if it’s not the easy thing. Is recognised by everyone as a person you can trust. Acts honestly, ethically and legally in  all that you do | A, I |
| Showing respect | Treats all clients, team members and partners with dignity and respect.  Respect the dignity and privacy of everyone you work with. You are a role model for inclusive leadership, treating people according to their  needs. | A, I |
| Being responsive | Is innovative in response to change to achieve better outcomes.  Commitment to continuously  improving what you do to ensure the best for our communities | A, I |
| Staying positive and proactive | A positive approach to your work, actively challenging negative attitudes and behaviours. Being a champion of change. Challenges existing processes and always looking for ways to  improve. | A, I |
| Working in partnership | Builds and grows external partnerships to maximise mutual benefits. Support their manager to develop a high performing team. Work together, and creatively, to produce the best outcomes for local communities.  Share information appropriately. Recognising that we are stronger when we work co-operatively with  others. | A, I |
| Learning and improving | Is driven to generate ideas which will improve and streamline ways of working. Recognises own areas of  development and strives to improve | A, I |

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|  | on them. Actively seeks feedback of own performance and takes time to learn from the skills and knowledge of others.  Commitment to continuously improve what we do to ensure the best for our communities. |  |
| Maintaining our independence | Support their manager to build a sustainable service. Consider sustainability when making decisions. Promote and protect the reputation of  the organisation | A, I |
| Safeguarding and professional boundaries | Continuously updates own knowledge of Safeguarding procedures and follows all guidelines. Aware of importance of boundaries and able to support team to work with a variety of vulnerable clients. Have the courage to speak up where there are concerns  about the quality of services | A, I |

# Skills and Experience

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| **Essential** | |
| Excellent communication skills, both verbal and written, to provide concise information and to persuade and influence. | A, I, P |
| Experience of influencing, persuading and negotiating with different stakeholders and decision makers. | A, I, P |
| Knowledge of mechanisms for engaging and encouraging participation  from a diverse range of organisations, groups and individuals. | A, I,  P |
| Excellent interpersonal skills with experience of working with people from diverse backgrounds. Ability to build rapport with a wide range of  people. | A, P |
| Excellent IT skills including previous use of Microsoft Office and  databases | A, I |
| Experience of working in collaboration with a range of organisation and stakeholders | A, I, P |
| Ability to promote the voluntary and community sector in an engaging  and motivational manner | A, I |

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| A creative problem solver and able to prioritise a varied workload,  managing conflicting priorities to meet deadlines | A, I,  P |
| Ability to develop, and maintain, positive and impactful working relationships with diverse stakeholders. | A, I, P |
| Understanding of the key issues in health and social care | A, I |
| Experience of facilitating forums and networks. | A, I |
| Willingness to work outside of office hours on occasions | A |
| **Desirable** | |
| Experience of using social media to engage with people and  Communicate | A |
| Knowledge of project management principles and tools. | A, I, |
| Experience of updating website content | A, I, |
| Understanding of the local voluntary and community sector including  impact, challenges and opportunities. | A, I |
| Ability to drive and use of a car | A |