

Bolton CVS



Recruitment Pack

Health and Engagement Senior Officer

May 2018

Bolton CVS is recruiting

Bolton CVS is recruiting a **'Health and Engagement Senior Officer'** to join our team.

A message from the Chief Officer:

Bolton CVS is an organisation that focuses on quality, improvement, voluntary and community sector capacity building, connecting and strengthening assets in communities and enabling a positive experience for volunteers across the borough.

As Chief Officer, I'm constantly reminded about how Bolton CVS is an amazing organisation which continues to develop and deliver the right blend of services and support for the voluntary and community sector.

As an organisation we continue to see access to our services grow and last year:

- there were more than 24,000 visits to the Bolton Hub.
- we delivered one to one interviews with more than 200 volunteers.
- we connected individuals to volunteering opportunities 1,000 times.
- we provided tailored and intensive development support to more than 130 groups and organisations.
- we distributed more than £200k in grants and investments to make big things happen, with often small investments.
- we provided a range of accredited and non-accredited learning opportunities to over 500 representatives of groups and organisations.

...and we continue to diversify our offer based on what groups and organisations in Bolton tell us that they want and need.

Of course, life's not without challenge and we've seen significant cuts in our income over the past few years and we've secured new investment too to develop new services and opportunities.

It's exciting to be recruiting to the team and I hope that you're ready and willing to take advantage of this exciting opportunity.

Darren Knight
Chief Officer

About Bolton CVS

Bolton CVS is the local development and support organisation for the voluntary and community in Bolton. Established in 1990, our mission of *'working together to develop a diverse, strong and effective voluntary and community sector in Bolton'* drives what we do and how we do it.

As an organisation, we are constantly evolving to ensure that we're doing all we can to provide the training, development, guidance and advice that the 1,000+ voluntary groups and organisations in Bolton and the 36,000+ volunteers tell us that they need.

What we do

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary and community sector, an established and nationally accredited Volunteer Centre, an amazing array of grants and investments programmes and policy and research.

As an organisation we provide a voice for the sector at the strategic level both locally and at Greater Manchester and we share this information through our communications, our forums, workshops, events and through our one to one support with groups, organisations and communities.

Our mission is: *'Working together to develop a diverse, strong and effective voluntary and community sector in Bolton.'*

Our vision is: *'A sufficiently resourced and sustainable voluntary and community sector which successfully meets the diverse and changing needs of the people in Bolton.'*

Our values are: 'Friendliness, Fairness and Flexibility'.

Bolton CVS recognises that in order for a voluntary and community sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned through our four strategic objectives:

- ➔ Promoting Quality and Equality in Bolton.
- ➔ Building Capacity and Assets in Bolton.
- ➔ Influencing change in Bolton.
- ➔ Preparing for the future in Bolton.

Bolton CVS currently has a total of 19 paid positions which enable us to achieve our outcomes and make an impact in Bolton and our team is supported by 25 volunteers.

The role:

You will:

- Deliver Bolton CVS's Strategic Health and Engagement Programme.
- ➔ Enable the delivery of the Bolton Co-Design training and workshop programme across the borough.
- ➔ Increase awareness of person centred approaches across sectors, championing excellent examples from the voluntary and community sector.
- ➔ Ensure the effective delivery of existing and new engagement activities.
- ➔ Maintain and develop new relationships with community and voluntary sector groups to engage them in health and social care developments.
- ➔ Support and encourage partnership working and enable the development of new initiatives.

Who we're looking for?

If you are an excellent communicator, can develop strong partnerships, and are passionate about the change that local community groups and organisations can make, this is the role for you.

What you'll be doing?

You will be delivering Bolton CVS's Health and Engagement Programme and managing The Engagement Workers. You will be supporting the role of organisations who deliver community action and championing a person centred approach.

What you'll need if you're applying for this job?

You will need a clear knowledge and understanding of co-design and person centred approaches and a sound knowledge of engaging communities. You will need to have a flexible approach to work as you will be working early mornings, evenings and weekends in order to engage volunteers across Bolton.

Job description – Health and Engagement Senior Officer.

Salary scale:	Senior Officer Grade (NJC 26 - 29). From £23,866 – to £26,470
Hours:	35 hours
Responsible to:	Policy and Engagement Manager.
Responsible for:	Engagement Worker (21 hours). Engagement Worker (28 hours).
Contract:	Permanent (dependant on funding)

Role summary

The aim of this post is to:

- ➔ Deliver Bolton CVS's Strategic Health and Engagement Programme.
- ➔ Enable the delivery of the Bolton Co-Design training and workshop programme across the borough.
- ➔ Increase awareness of person centred approaches across sectors, championing excellent examples from the voluntary and community sector.
- ➔ Ensure the effective delivery of existing and new engagement activities.
- ➔ Maintain and develop new relationships with community and voluntary sector groups to engage them in health and social care developments.
- ➔ Support and encourage partnership working and enable the development of new initiatives.

Core objectives

1. Delivery of Bolton CVS's engagement priorities and developing new engagement programmes to engage with our diverse communities to enable communities to address health inequalities.
2. Ensure community and voluntary groups are informed of and engaged in developments within health and social care.
3. Champion the voice of voluntary and community groups and organisations in the health and social care arena.
4. Champion person centred community approaches and raise awareness of local and Greater Manchester programmes within Bolton's communities.
5. Develop and sustain strong relationships with groups, organisations and key stakeholders.

Main responsibilities

- To actively participate in community and strategic meetings to promote the role of the voluntary and community sector in health and social care.
- To arrange and facilitate network and forum opportunities for voluntary sector providers.
- To deliver training and workshops for the sector around Co-design and the evolving health and social care agenda.
- To develop case studies to demonstrate the outcomes of the work of Bolton CVS and the outcomes of services and support delivered by the sector.
- To work with the Communications and Events Officer to promote engagement opportunities and update groups and organisations on the new developments within health and social care.

Line Management

To provide regular line management support, one to one's and appraisals.
Ensure staff training and development needs are met.
To ensure that the principle of 'One Bolton CVS' is embedded.

Other duties

To take responsibility for individual administration, delegating where necessary.
To attend Team Meetings, events and to undertake mandatory training.
To perform any other duties commensurate with these responsibilities, the needs of the organisation, the grade of the post and skills and qualifications of the post-holder.

This job description is intended as an outline of the general areas of activity and responsibility for the post holder and may be amended in light of the changing needs of Bolton CVS.

Person Specification – Health and Engagement Senior Officer.		
Salary scale:	Senior Officer Grade (NJC 26 - 29). From £23,866– to £26,470	
Hours:	35 hours - 1 FTE (Full time equivalent).	
Responsible to:	Policy and Engagement Manager.	
Responsible for:	Engagement Worker (21 hours). Engagement Worker 28 hours).	
Contract:	Permanent (dependant on funding)	
Skills		
	Able to provide up to date, accurate and detailed information in reports and presentations which is accessible to a wide range of users and recipients.	A/I
	An effective, flexible trainer, able to communicate key concepts and increase learners understanding of key issues.	A
	Able to communicate, consult, engage and work effectively with people from a diverse range of backgrounds at all levels.	A/I
	Able to fully utilise MS Outlook, MS Word, MS Excel and MS PowerPoint to deliver excellent output.	A
	Ability to work across organisations and sectors, managing workload and time demands.	A/I
	Ability to coach and support volunteers and staff	A/I
Knowledge		
	A demonstrable knowledge and clear understanding of co-design, co-production and it's practical implementation within a service environment.	A/I
	An understanding and knowledge of the principles of person centred care and support.	A
	A knowledge of engaging communities in a range of settings.	A/I
	A knowledge of the voluntary and community sector preferably in Bolton	A
Experience		
	Experience of delivering sessions (training, information and workshops) to a broad and diverse range of staff and volunteers.	A
	Experience of working with key stakeholders and developing relationships across health and social care (public sector and voluntary and community sector).	A/I
Qualifications and behaviours		
	A belief and a commitment towards Bolton CVS's mission, vision and values.	A/I
	A qualification and/or significant relevant experience in delivering training.	A
	Able to work flexibly – including regular evenings and weekends.	A/I
	Willingness and ability to undertake frequent travel throughout Bolton (and beyond) where required.	A/I
	A commitment to equality, inclusion, positively promoting diversity and challenging inequality.	A/I
	A commitment to your own personal training and development.	A/I

Recruitment information

Post:	Health and Engagement Senior Officer
Closing date:	5pm Friday 15th June 2018
Contact for informal discussion:	Louise McDade, Policy and Engagement Manager
Interview dates:	Week beginning the 25 th June 2018

If you have any further questions about this role, you can contact recruitment@boltoncvs.org.uk or telephone us on 01204 546 010.