

Job Description and Person Specification

Healthier Communities Project Officer

Job Details	
Grade	GRD8
Service	Healthier Communities Project Officer
Location	City Wide
Job Evaluation Code	A6184

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To support VCSE organisations to be meaningfully involved in improving the health and well-being of people within the city. Support health and care organisations and system structures to listen to, hear from and work alongside residents, community leaders and the organisations with the VSCE to improve health and wellbeing and address health inequalities. Work towards embedding a future state where VSCE is viewed as a equal partner in supporting health and wellbeing.

Main Duties & Key Accountabilities

Supporting VCSE collaboration with the health system care system to bring about transformational change/improvement programmes.

Developing and enhancing involvement networks, including refreshing and reinvigorating existing VSCE networks and establishing new ones as required.
Work with individual VCSE organisations practically by strengthening existing groups, assisting with charity mergers or creating new VCSE bodies/groups.
Create processes and policies for Public Health and wider Health and Care organisations to commission, grant or micro grant VCSE organisations in a way that is fair and creates an even playing field.
Evaluate grants/commissions and through this gain insight on what funding models best support a hyperlocal approach which recognises and sustains community assets which contribute to health and wellbeing.
Develop relationships with local GP practices to better understand the opportunities to enhance social prescribing, both in terms of consistency of pathways and opportunity for social prescribing to build and sustain community assets, rather than just focussing on referral.
Understand and develop knowledge of the assets which GP practices are prescribing to and explore opportunities for enhancing assets, so they are able to take additional referrals or cover larger geography.
Setting up meetings/workshops, facilitate meetings, note taking, running focus groups and giving presentations when needed.
Any other duties and responsibilities within the range of the salary grade..

Key Relationships	
External:	Community, Voluntary and Social Enterprise Leaders Local Community Networks both of interest and geography. The Social Prescribing Reference Group Primary care patient and user involvement groups. Patients, service users and the public NHS and council senior managers, executives, and wider staff groups. Healthwatch, Councillors, GP members Coventry and Warwickshire ICB and local authority communications and engagement teams
Internal:	City Council staff advisory networks. Public Health and Adult Social Care service contract managers. Council Communication teams specifically focussed on Public Health Health Determinants Research Collaboration – HDRC

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge

Demonstrable knowledge of working with and supporting the VCSE in Coventry with in-depth knowledge of the current challenges and opportunities for the sector

Understanding of behavioral insights and why people and communities feel and behave the way they do and techniques to build on or counter this

Knowledge of community asset-based working in its various forms

Knowledge of creating evaluation methods for community initiatives and how to use this evaluation to explain and demonstrate impact

Understanding of health inequalities and the links between where people live and their health outcomes

Understanding of the Kings Fund model of Population Health and how the four sections interface

Able to communicate clearly both verbally and in

	writing, adapting style to suit the audience.
Skills And Ability	People person – able to quickly build trust and positive relationships
	Excellent interpersonal skills including listening to and establishing empathy with local communities.
	Proven ability to support, develop and enhance the capacity of local groups and organisations using a variety of approaches including asset-based working.
	Impact and solution focused, keeps in mind the end goal, and can make things happen.
	Proven ability to engage positively and build relationships with people including those working in the health and care system and those working in the VCSE sector and treat and support each accordingly.
	Proven ability to prioritise, organise and manage complex workloads including managing demand.
	Able to deal positively with conflict and conflicting community demands, able to stay on track to support VCSE despite issues and power imbalance.
	Able to generate, collate and analyse data and intelligence regarding local needs and make recommendations/cases for support/change.
	Well-developed ICT skills, including the use of Word, Excel and Powerpoint, Outlook, and databases.
Experience	At least 2 years demonstrable experience working with and supporting the VCSE in Coventry with in-depth knowledge of the current challenges and opportunities for the sector

	Experience of partnership working including complicated multi agency/sector arrangements involving multiple organisations
	Building connections and collaborating with residents and communities to understand local area and gather neighborhood intelligence to influence the health system
	Experience of recruiting, mentoring, and training residents/leaders of community organisations
	Experience designing and delivering small grant schemes/micro grants
	Experience of evaluating projects and programmes
	Relevant degree or equivalent experience
Qualification	Evidence of continuous professional development relevant to job role.
	Candidate must have good literacy and numeracy skills, in writing letters, reports and presentations
	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) check will be required prior to appointment.
Special Requirements	Undertake occasional evening and weekend work