

JOB DESCRIPTION – VCSE ENGAGEMENT LEAD

<p>JOB TITLE: VCSE Engagement Lead – West Suffolk</p>	<p>SALARY: £31,000 FTE</p>
<p>HOURS : 30 hrs per week</p>	<p>TERM: Fixed term for 2 years</p>
<p>Reports to: Chief Executive</p>	<p>LOCATION: Office base – Ipswich (blended working policy) opportunity for community based agile working with partner agencies</p>
<p>JOB PURPOSE</p>	
<ul style="list-style-type: none"> • Build a network of VCSE organisations in West Suffolk with a focus on galvanising both the role and voice of smaller and place-based community organisations • Develop and strengthen capacity and capabilities of VCSE in West to enable both strategic and responsive support to system demand/change • Facilitate the development of new and sustainable relationships between the VCSE, communities with the wider health and care system through the Integrated Network Teams and locality working • To be an ambassador for CAS supporting and promoting the diverse range of products and services that add value to wellbeing programmes and initiatives in West Suffolk • To be a positive and flexible member of a high performing, innovative and enterprising CAS team 	
<p>MAIN DUTIES AND RESPONSIBILITIES</p>	
<p>Build a network of VCSE organisations in West Suffolk with a focus on galvanising both the role and the voice of smaller and place-based community organisations</p> <ul style="list-style-type: none"> • Build a network and develop relationships with VCSE organisations operating at place and locality in West Suffolk • Provide secretariat support to the VCSE network(s) coordinating meetings and events as required • Ensure an effective communication and reporting exchange with the place (alliance) governance model • Increase understanding of local and accessible services and resources that are available to which people can be signposted or referred • Help to raise awareness of the assets within West Suffolk communities • Facilitate specific VCSE health and wellbeing network meetings across West Suffolk and in locality to increase support and share learning 	

- Be the conduit of information sharing between statutory partners and the VCSE network
- Develop a social media presence for the network to disseminate information and stimulate dialogue
- Work collaboratively with VCSE partners both local and pan West Suffolk to develop a shared voice and policy position on health and wellbeing issues

Develop and strengthen capacity and capabilities of VCSE in West to improve the wellbeing of communities and enable both strategic and responsive support to system demand/change

- Provide or facilitate a range of training and development opportunities for the VCSE
- Seek joint training and learning opportunities across sectors
- Promote and build on the warm handover in West Suffolk
- Provide training advice and support to enable VCSE organisations to be fit for funding and ready for commissioning
- To collate and present information on the impact of health and wellbeing work provided by the VCSE sector
- To support the development of impact measurement tools to capture and record outcomes, developing and shaping partnerships
- Work collaboratively to tackle inequalities that occur when certain groups or communities experience more ill health than others

Facilitate the development of new and sustainable relationships between the VCSE, communities with the wider health and care system through the Integrated Network Teams and locality working

- To liaise regularly with key stakeholders across all 6 INT's and West Suffolk Alliance
- Work with VCSE organisations to enable them to better understand the health, care and wellbeing agenda
- Engage collaboratively with key Alliance partners to assist in managing demand and to identify solutions to issues as they arise
Engage collaboratively to embed personalisation/personalised care as an underpinning approach
- Responsible for ensuring agreed recommendations from Community Discovery research are implemented in West Suffolk
- Act as a point of contact for community organisations and monitor the outcomes from the Community Discovery piece
- Manage data and information and maintain accurate records
- Work with partners to better understand gaps in available services and resources that prevent individuals and communities from achieving optimal wellbeing

Be an ambassador for CAS, supporting and promoting a diverse range of products and services as part of a high performing, innovative and enterprising organisation

- To communicate with and support other Community Action Suffolk staff on specific network and representational roles
- Ensure equality and diversity principles and practices are fully implemented
- Develop and maintain an expert working knowledge about the diverse range of CAS's products and services and seek to raise awareness and promote these locally
- Contribute to the development of local and county wide marketing and communication strategies and plans and work with CAS's Communications Officer
- Generate a range of content for both internal and external marketing resources such as newsletters, e-bulletins, posters, flyers and postcards etc.

- Undertake any other duties as requested by the Senior Management Team

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Good standard of education	Degree level or equivalent
Experience & Knowledge	<p>Experience of community development work</p> <p>An expert understanding of community health and well being</p> <p>An understanding of the contribution and impact the VCSE makes to wellbeing</p> <p>Good knowledge and understanding of commissioning, grants, and funding processes</p> <p>Proven track record in developing, establishing and maintain good working relationships</p> <p>Experience of setting and working to targets within an outcome framework</p> <p>Experience in producing quality and informative written reports</p> <p>Excellent working knowledge of IT and software packages</p> <p>A good understanding of promotion of activities and services including through social media</p>	<p>Experience of Asset Based Community Development (ABCD)</p> <p>Knowledge of the VCSE sector in Suffolk</p> <p>A good understanding of Integrated Health and Social Care Services</p> <p>Knowledge of volunteering and the impact of volunteering</p> <p>Experience of monitoring and evaluation</p> <p>A good working knowledge of the geography of the county and West Suffolk in particular</p>
Skills and abilities	<p>Ability to develop and maintain effective partnerships and relationships</p> <p>Excellent communication skills at all levels along with good listening skills</p> <p>Excellent presentation skills and the ability to share and disseminate knowledge and information to a range of audiences</p> <p>Able to work on own initiative, manage priorities and workload</p> <p>An ability to persuade and influence</p>	<p>Ability to organise and deliver against a range of competing priorities</p> <p>A collaborative and solution-based approach to solving problems</p>

Attributes	<p>Excellent team player with a positive attitude to change</p> <p>High levels of flexibility and a can-do attitude with the ability to “muck in” where required</p> <p>Commitment and an ability to contribute to an emotionally healthy and fun working environment</p> <p>Frequent travel around the locality and around the county and so an ability to travel within Suffolk or further afield as necessary</p> <p>Personal commitment to CAS and its values</p>	
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April 2022