



HALE

Health Action Local Engagement
Healthy Living Project

JOB DESCRIPTION

TITLE OF POST:	Community Connector Coordinator Assistant
SALARY:	£21,840. – £22,750. dependent on qualifications and experience. Salary Pro Rata (Based on 35hr Post) (Plus pension contribution)
HOURS:	17 Hours per week across 4-5 days
RESPONSIBLE TO:	Community Connector Coordinator
ACCOUNTABLE TO:	The HALE Management Committee
JOB PURPOSE:	To oversee the delivery of the Community Connector service

1. JOB PURPOSE

- To provide a high level administration support to manage referrals/ workload on System1 and Excel spreadsheets.
- To support the Community Connector Coordinator in the ongoing monitoring and evaluation of the service including A&E Community Connector work.
- To support with line management of staff.
- To promote the Community Connector project to the external organisations

2. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Objectives & Targets

1. To support with delivery of the Community Connector Social Prescribing Service outcomes to deadline.
2. To support with the line management and supervision of the HALE Community Connector Team. To include case management supervision and where appropriate referral of team members to external supervision/counselling.
3. To support with the oversight the Community Connectors strategic positioning in Bradford and surrounding areas.
4. To ensure the service is accessible to all groups by carefully monitoring and evaluating the variety of ethnic groups/ gender / age and, when appropriate, adapt the service to address any potential barriers.
5. To work as part of the HALE team and contribute to wider HALE objectives.
6. To attend appropriate meetings as the HALE representative.
7. To manage any risk associated with this projects in line with HALE procedures.
8. To actively participate in supervision and team meetings.
9. To ensure the Community Connector service maintains confidentiality of service user's data in line with HALE protocols and procedures.

10. To contribute to the smooth running of the HALE office.

3. COMMUNICATION & WORKING RELATIONSHIPS

To work and communicate with stakeholders including commissioners, funders, health and social care staff, local people, community groups, other voluntary and statutory agencies operating in the HALE geographical area, and outside this area as appropriate.

4. SPECIAL WORKING CONDITIONS

Access to own transport is essential for travel around the HALE area, and work in a variety of settings. You will occasionally be required to transport resources for events and work unsocial hours evenings and weekends.

5. REHABILITATION OF OFFENDERS ACT 1994

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

6. JOB DESCRIPTION AGREEMENT

Jobholder’s Signature:..... **Date:**.....

CEO Signature:..... **Date:**.....

Person Specification

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	Essential	Desirable
Qualifications & Training		
At least 3 years' experience in a community development/health development setting working at both strategic and operational levels.	✓	
A health or community work qualification		✓
A good understanding of mental health, including mental ill health		✓
Training in youth or community work/ skills		✓
Project management experience		✓
Experience		
A minimum of 3 years' experience of working in a similar voluntary sector role working at both strategic and operational levels	✓	
Proven experience of providing supervision for staff/ case management of staff		✓
Experience of managing own caseload.	✓	
Proven experience of promoting a service		✓
Proven experience of working successfully on own initiative and as part of a team	✓	
Ability to facilitate groups and give presentations to a range of stake holders including health professionals.	✓	
Proven experience of working with 'hard to reach' groups	✓	

Proven experience of evaluating and monitoring a service	✓	
Experience of delivering a service in partnership		✓
Knowledge and Skills		
Strong administration skills, to include developing/ maintaining Excel database and ability to analyse content.	✓	
Good understanding of Systm1 or ability to learn. Support in the training of others.		✓
Ability to work to tight deadlines and to withstand pressures and prioritise competing demands	✓	
An understanding of social prescribing approaches including link workers	✓	
An understanding of health, local authority and voluntary sector structures		✓
Knowledge of Bradford area		✓
An understanding of the barriers that prevent people from being able to access mainstream health services	✓	
An ability to understand and assess risk in different community settings	✓	
Understanding of the needs of people who have long term conditions and with people with low level mental health problems	✓	
Personal Attributes		
Willingness to actively participate/ lead team meetings, development opportunities and learning networks	✓	

<p>Have excellent communication skills – both oral and written</p> <p>Have a 'can do' approach to work</p> <p>Demonstrate empathy and understanding for others</p> <p>Have an understanding and acceptance of, and commitment to, equal opportunities</p> <p>Be flexible and enthusiastic</p> <p>Ability to meet deadlines</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Other</p> <p>Ability to travel around the area in accordance with work requirements</p> <p>Ability to drive and access to own transport</p> <p>Flexible approach to working hours (including occasional evenings and weekends)</p> <p>Must be eligible to work in the UK</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>