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**POST:**

**Community Asset Navigator Programme**

**Programme Co-ordinator**

**July 2017**

**Recruitment Pack**

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| **Bolton CVS is recruiting** |
| Bolton CVS is recruiting a Programme Co-ordinator for our Community Asset Navigator programme, developing social prescribing in Bolton.  The post is 35 hours per week (full time) and the salary starts at **£26,822** per annum. This position is provisionally fixed term until the 31st March 2019, with the possibility of extension.    This recruitment pack provides information on Bolton CVS, and the role description and specification. If you have any further questions about this role, you can contact [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) or telephone Bolton CVS on 01204 546 010 for more information. |

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| **A message from the Chief Officer:** |
| Bolton CVS is an organisation that champions and supports quality and improvement for voluntary and community sector (VCS) groups and organisations. We are committed to capacity building the VCS; connecting, strengthening and growing assets in communities; ensuring positive and engaging experiences for volunteers; engaging groups and communities in change strategies and developing and enabling innovative social inclusion activities across Bolton.  Bolton CVS continue to develop and deliver a comprehensive package of services and support for the voluntary and community sector in Bolton. We plan for and respond to the changing needs of the sector. We form and develop effective partnerships and alliances to strengthen and build the voluntary and community sector offer across the borough and engage local groups and organisations.  As an organisation we continue to see access to our services grow and last year;   * there were **24,000** visits to the Bolton Hub. * we provided over **50** different accredited and non-accredited learning opportunities to over **500** representatives of groups and organisations. * we connected more than **1,350** people to volunteering opportunities. * we provided one to one interviews to more than **260** new volunteers. * we provided tailored and intensive development support to more than **150** voluntary, community and social enterprise groups and organisations. * we engaged over **500** representatives of groups and organisations through our forums. * we increased our membership to over **400** groups and organisations. * we distributed **£200,000** in small grants and investments to make big things happen in neighbourhoods across the borough.   …and we continue to diversify our offer based on what groups and organisations in Bolton tell us that they want and need.  It’s exciting to be recruiting to the team at this time of change and I hope that you’re ready and willing to take advantage of this exciting opportunity and join our team.  Darren Knight, Chief Officer. |

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| **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. |

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| **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 locally, at Greater Manchester and beyond 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. Our team is supported by 25 volunteers and a further 9 trustees, and we also have a position of a ‘nominated representative’ from Bolton Council who attends board meetings. |

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| **The role:** |
| The aim of the post is to develop and lead on the Community Asset Navigator programme for Bolton. As the **Co-ordinator** you will:   * connect people to existing services, provision and assets across the borough. * Lead and motivate a team of Community Asset Navigators, who are seconded from across voluntary and community sector partners in Bolton. * Support people to be activated and motivated in their own health and wellbeing and share intelligence and learning to improve the local offer. * Take a proactive and person centred approach to improving people’s health and wellbeing through a range of non-medical and socially focussed interventions. * Support Community Asset Navigators and volunteers to offer a range of tailored support to individuals in recognising and realising their own potential in accessing community interventions and volunteering opportunities. * Link with capacity building programmes and work with the voluntary and community sector to develop the local offer and address gaps in provision. * Gain the trust of, and develop relationships with, health and social care providers including GPs. * Develop clear pathways to connect the voluntary and community sector offer to public sector provision. * Evidence and promote quality and impact of interventions through reporting and developing the outcomes monitoring approach for Bolton. |

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| **Who we’re looking for?** |
| Bolton CVS is looking for someone who can effectively develop and deliver an exciting new programme for Bolton. You will be a proactive person who is able to connect people to existing assets and is able to motivate and inspire others. You will be able to adopt a person centred approach to delivery, supporting people to improve their own health and wellbeing through access to non-medical interventions. |

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| **What you’ll be doing?** |
| You will be leading a team of Community Asset Navigators and volunteers to motivate and connect people to community interventions. You will be developing trust with health and social care providers including GPs and existing and emerging voluntary sector provision to ensure an accessible, quality offer with clear communication mechanisms established and clear pathways developed. |

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| **What you’ll need if you’re applying for this job?** |
| * You will need to be an effective communicator who can communicate with people from diverse backgrounds and at all levels. * You will need to be able to lead, motivate and inspire * You will need to have an understanding of community and individual assets and the support needed for these to be realised. * You will need to have a flexible approach to work as you will be working early mornings, evenings and weekends. * You will have knowledge and experience of the voluntary and community sector, ideally with a Bolton focus. |

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| **Co- ordinator**  **Community Asset Navigator Programme** | | | | | | | |
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| **Salary Scale** | | Co-ordinator (NJC 30 - 34) – SCALE (£26,822 – £30,153). | | | | | |
| **Hours** | | 35hrs per week (FULL TIME) | | | | | |
| **Responsible to:** | | Policy and Engagement Manager | | | | | |
| **Responsible for:** | | Community Asset Navigators x 5 (Seconded).  Community Asset Volunteers | | | | | |
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| **Contract:** | | **Fixed Term (with potential for extension).** | | | | | |
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| **Job Summary** | |  |  |  |  |  |  |
| As the Co-ordinator you will lead on developing and managing the Community Asset Navigator programme for Bolton. You will focus on developing an offer within Bolton that connects people to existing local assets and activates and motivates people in their own health and well being.  You will hold a relationship management role with identified leads across Primary Care, Secondary Care and the Social Care workforce. You will be gaining the trust and developing relationships with health and social care providers, including GPs.  You will manage a team of Community Asset Navigators who will connect individuals to community interventions and support them to identify their strengths ensuring a person centred approach is adopted.  As Co-ordinator you will link into local capacity building programmes to ensure a safe, quality and accessible local offer. You will support the local VCS to stimulate the market and address gaps in provision.  You will evidence and promote quality and impact of the interventions, ensuring clear pathways are developed to connect the community and voluntary sector offer to public sector provision. | | | | | | | |
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| **Core Objectives** | | | | | | | |
| To lead and motivate a team of Community Asset Navigators and support the smooth delivery of the programme. | | | | | | | |
| To develop effective ways of connecting public sector providers with voluntary and community based provision and vice versa in particular, Staying Well, Health Improvement Practitioners and welfare right services. | | | | | | | |
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| To work alongside the Bolton CVS team to build capacity and quality in the voluntary and community sector providers to strengthen the preventative offer for Bolton. | | | | | | | |
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| To promote self-care, self-management and behaviour change in people and communities. | | | | | | | |
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| To engage and involve public and voluntary sector providers and individuals in receipt of services in developing and delivering the programme. | | | | | | | |
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| To foster and strengthen relationships between health and care professionals and the community and voluntary sector. | | | | | | | |
| To develop effective monitoring and measurement systems in collaboration with partner agencies to accurately record the outputs, outcomes and impact of the programme. | | | | | | | |
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| **Main Responsibilities** | | |  |  |  |  |  |
| **General** | | | | | | | |
| To enable effective referral pathways to non-medical and social interventions across neighbourhoods in Bolton. | | | | | | | |
| To develop mechanisms to assist communication with public sector providers and increase their knowledge and understanding of voluntary sector interventions, including, awareness raising sessions and outreach drop-ins. | | | | | | | |
| To develop a portfolio of interventions available that is publicly accessible and person-centred. | | | | | | | |
| To actively promote and publicise the programme and its impact. | | | | | | | |
| To shape the Community Asset Navigator programme and design and implement processes to support individuals to set goals and track achievements. | | | | | | | |
| To co-ordinate and facilitate induction, development, coaching, and training for staff and volunteers. | | | | | | | |
| To support the development and delivery of a range of training and development opportunities for groups and organisations. | | | | | | | |
| To support the development of an outcomes framework for the Community Asset Navigator Programme. | | | | | | | |
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| **Other duties** | | | | | | | |
| To take responsibility for individual administration. | | | | | | | |
| To attend Team Meetings, events and to undertake mandatory training. | | | | | | | |
| To perform any other duties commensurate with these responsibilities, the grade of the post and skills and qualifications of the post-holder. | | | | | | | |
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| 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. | | | | | | | |
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| **Person Specification: Project Officer –**  **Community Asset Navigator Programme** | |
| **Salary scale:** | Co-ordinator (NJC 30 - 34) – SCALE (£26,822 – £30,153). |
| **Hours:** | 35hrs per week (FULL TIME) |
| **Responsible to:** | Policy and Engagement Manager |
| **Responsible for:** | Community Asset Navigators (seconded posts)  Community Asset Volunteers |
| **Contract:** | Fixed term contract until 31st March 2019 |

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| **Assessment** | A = Application. I = Interview. T = Test. P = Presentation. |

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| **Skills** | **Assessment** |
| Excellent listening and negotiation skills. | I/P |
| Ability to work with a range of health and social care providers. | A/I/P |
| Ability to develop positive relationships with individuals, groups and organisations. | A/I |
| Able to communicate, consult, engage and work effectively with people from a diverse range of backgrounds. | A/I |
| Ability to lead, develop and inspire a team. | A/I |
| Ability to work across an organisation, managing workload and time demands. | A/I |
| Ability to plan and manage budgets. | A |
| Ability 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/T/I/P |
| Ability to gather information, conduct clear analysis, monitor and evaluate and make recommendations. | A/I |
| Able to fully utilise MS Outlook, MS Word, MS Excel and MS PowerPoint to deliver excellent output. | A/T |

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| **Knowledge** | **Assessment** |
| A knowledge and understanding of the voluntary and community sector, ideally with a particular focus on Bolton. | A/I/P |
| An understanding of community and individual assets | A/I |
| A knowledge of public sector health and social care provision | A/I/P |
| An understanding of a person centred approach and the principles of co-design. | A/I |
| Knowledge of Health and Safety (including Adult's and Children's safeguarding) issues that should be considered when working in the community. | A |

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| **Experience** | **Assessment** |
| Experience of providing support and guidance to individuals | A/I |
| Experience of developing positive relationships with individuals and groups | A/I |
| Experience of collaborative working within diverse communities. | A/I |
| Experience of managing volunteers and or staff | A/I |

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| **Qualifications and behaviours** | **Assessment** |
| A commitment to adopting a coaching approach within the workplace | A/I |
| A belief and a commitment towards Bolton CVS's mission, vision and values. | I |
| Able to work flexibly – including regular evenings and weekends. | I |
| Willingness and ability to undertake frequent travel throughout Bolton (and beyond) where required. | 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 |

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| **Recruitment information** | |
| **Post:** | **Co-ordinator**  **Community Asset Navigator Programme** |
| **Closing date:** | **Monday 21st August 5pm** |
| **Contact for informal discussion:** | Louise McDade,  Policy and Engagement Manager |
| **Interview dates:** | Week beginning the 29th August 2017 |
| If you have any further questions about this role, you can contact [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) or telephone us on 01204 546 010. | |



**Bolton CVS**

**The Bolton Hub**

**Bold Street**

**Bolton**

**BL1 1LS**

**email: info@boltoncvs.org.uk**

**web: www.boltoncvs.org.uk**

**tel: 01204 546 010**