

## Community Focus Lead

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| <b>Length of contract:</b> | Permanent (Subject to continuance of funding) |
| <b>Salary:</b>             | £28,862.00 (pro rata if part time)            |
| <b>Based at:</b>           | Remote/Community Focus Hub                    |
| <b>Hours:</b>              | 18.5 hours                                    |
| <b>Responsible to:</b>     | Services Manager                              |

### Our Mission

We help people to achieve the outcomes that matter to them in their lives, by providing high quality advocacy.

### Purpose of role

The role will lead the design and delivery of our new Community Focus project in Lancashire, including its operational model, community engagement and partnership development activities. The project will reflect local priorities and enable a range of activities and support across the local area. The Community Focus Lead will play a pivotal role in shaping how the team operates and empowering colleagues to lead change, as well as ensuring residents are able to shape what we do.

### Key tasks

- Lead on the development and creation of the Community Focus project and community engagement strategy and initiatives
- Recruit, manage, and develop a Community Focus team to deliver non-statutory services
- Ensure the project is well managed, accessible and offer a range of support services
- Develop plans to enable the project to become financially sustainable
- Engage with the people using the projects services to design and shape the services delivered
- Manage partnerships with external providers and/or commissioning activity to help deliver services that meet the community needs
- Ensuring effective working relationships within the organisations varied teams
- Lead on operational aspects of running a project
- Work with Marketing Executive to ensure project is promoted locally
- Provide monthly and quarterly reporting to SLT both quantitative and qualitative to evidence impact of the community focus project
- Work collaboratively to provide evidence of the impact of the work delivered by volunteers and the volunteer projects.

- Support eligible individuals with a variety of health and social care related issues including but not limited to their health and wellbeing but also issues relating to housing, benefits, work, education, and training.
- Effective stakeholder management to build effective networks and partnerships
- Work across a diverse of communities and to work in an inclusive working environment.
- Undertake duties in line with safeguarding and GDPR principles.
- Work within Advocacy Focus' policies and procedures.
- Be responsible for identifying areas for personal development.
- Undertake any other duties as commensurate with the grading of the post.

### Person Specification – What we need from you

This section outlines the things we need from a Community Focus Manager. You will see you do not always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/ or are things that you could be trained to do.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Advocacy Focus we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may just be the right candidate for this or other roles.

| Education and training   |   |
|--|---|
| Essential  | Desirable   |
| A minimum of 1 years' experience in community engagement work and working with the public              | Experience/ knowledge of local and national safeguarding policies and practice. |
| A minimum of 2 years' experience of project management experience in the health and social care sector |   |
| The ability to drive and a full UK drivers' licence and have access to a vehicle                       | Level 2 Diploma in Health and Social Care or equivalent                         |
| Have a minimum of GCSE grade 4 / C in Maths and English  |   |
| Achievements, experience, skills & abilities   |   |
| Essential  | Desirable   |

# advocacy focus

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| Enthusiasm to make a difference to people's lives.  | Experience of supporting people through health or social care services.                    |
| Computer literate, including word processing skills, sound keyboard skills and knowledge of MS Word/ MS office applications                             | Experience of outcome-based service delivery and the required records which evidence that. |
| Excellent attention to detail   | A commitment to personal development and training  |
| Ability to get on well with people and work in harmony with others, by both challenging and helping people to develop and learn from their experiences. | Established track record of delivering results and continuous improvement                  |
| Ability to be flexible and open to new challenges, ideas, and experiences.  |  |
| Experience with stakeholder engagement  |  |
| Experience of designing and leading complex and collaborative processes   |  |
| Ability to communicate confidently to a range of internal and external audiences  |  |
| Experience of service development within a community  |  |
| Experience of leading and managing a team and working across organisations to develop delivery plans  |  |