

## JOB DESCRIPTION

### Community Engagement and Network Lead

#### MAIN PURPOSE

Our Community Engagement and Network Leads work to build community capacity to implement our service goals through resident and cross community engagement that is participatory, inclusive, deliberative, and collaborative.

#### SUMMARY OF RESPONSIBILITIES AND DUTIES

The post holder will:

- ✓ Work to participate in all community networks of relevance developing trusted partnerships.
- ✓ Deliver Making Every Contact Count and Brief Intervention training to organisations, raising awareness of the service and ensuring the service can reach the residents who might benefit from it.
- ✓ Engage with existing organisations across the public, private and charitable sectors to embed the service.
- ✓ Be line managed by the Service Manager and be professionally accountable to the Professional Lead for Health Psychology

#### PERSON SPECIFICATION

##### 1. SKILLS & ABILITIES

- ✓ Be able to plan and manage own time and activities around the needs of individuals in the community to generate referrals.
- ✓ Ability to keep accurate records of activity to provide data and monitoring information.
- ✓ Effective numeracy and literacy skills.
- ✓ Emotionally sensitive and empathetic to members of the public who wish to improve their health, to be supportive and encouraging to people in difficult (sometimes frustrating) situations.
- ✓ Value and be respectful of other people – regardless of background or circumstances.
- ✓ Have strong interpersonal and communication skills.
- ✓ Be flexible with good time management and planning skills.
- ✓ Be interested in motivating and supporting both individuals and groups in community-based settings, and in the home.
- ✓ Be an excellent communicator, able to express to other organisations the benefits of working.

##### 2. KNOWLEDGE

- ✓ In depth knowledge of local communities.
- ✓ Knowledge of the effect of social isolation and loneliness on the elderly.
- ✓ Knowledge of the challenges to achieving health improvement amongst local communities.

### 3. EXPERIENCE

- ✓ Experience of working with and engaging organisations and individuals.
- ✓ Experience of actively engaging with local communities.
- ✓ Experience of using Microsoft programmes (Word and Excel).
- ✓ Experience of team working.
- ✓ Experience of managing a personal workload or caseload.

### 4. QUALIFICATIONS

**Essential:** GCSE Maths and English to at least Grade C, or equivalent.

**Desirable:** Recognised Health Trainer qualifications e.g. City & Guilds Level 3 *Certificate for Health Trainers*, or equivalent, or Royal Institute of Public Health Level 2 *Understanding Health Improvement* or equivalent. If this is not held, the post holder will be supported in achieving these qualifications within the probationary period.

### 5. SPECIAL CONDITIONS

- ✓ Highly motivated self-starter with resilience, determination, and the ability to see jobs through to completion.
- ✓ Role incorporates evening / weekend working, with variable levels of travel across Cambridgeshire and Peterborough (predominately Huntingdonshire), working in a variety of settings including home visits, the community and community centres.
- ✓ Full UK Driving licence and access to a car for work- with 'business purposes' insurance.
- ✓ Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- ✓ This post involves working with vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).