

Application Pack

Engagement Coordinator

Salary: £22,658 to £24,964 (pro rata) depending on experience

Contract: Fixed term to March 2020 – 24 hours per week (good potential for contract extension and additional hours)

Benefits: Flexible working, employer contribution to pension, continuous personal development, 25 day holidays plus 8 bank holidays per year

Base: VAC Office, The Resource Centre, Hall St, Halifax, HX1 5AY

Closing date: 19th June 2019 (midnight)

Start date: As soon as possible

Interviews: In-person interviews will take place in Halifax on 1st July 2019

About VAC – Improving Local Lives

At Voluntary Action Calderdale (VAC) we are on a mission to create connections, solutions and opportunities that build stronger communities. We are a membership organisation that delivers a range of support and services to Voluntary and Community Sector (VCS) organisations and groups across the Boroughs of Calderdale and Kirklees.

Our vision is to improve local lives by promoting positive social change. Our work includes organisational development support, driving quality across the sector and creating opportunities for the VCS sector to grow and thrive.

Align with our Values

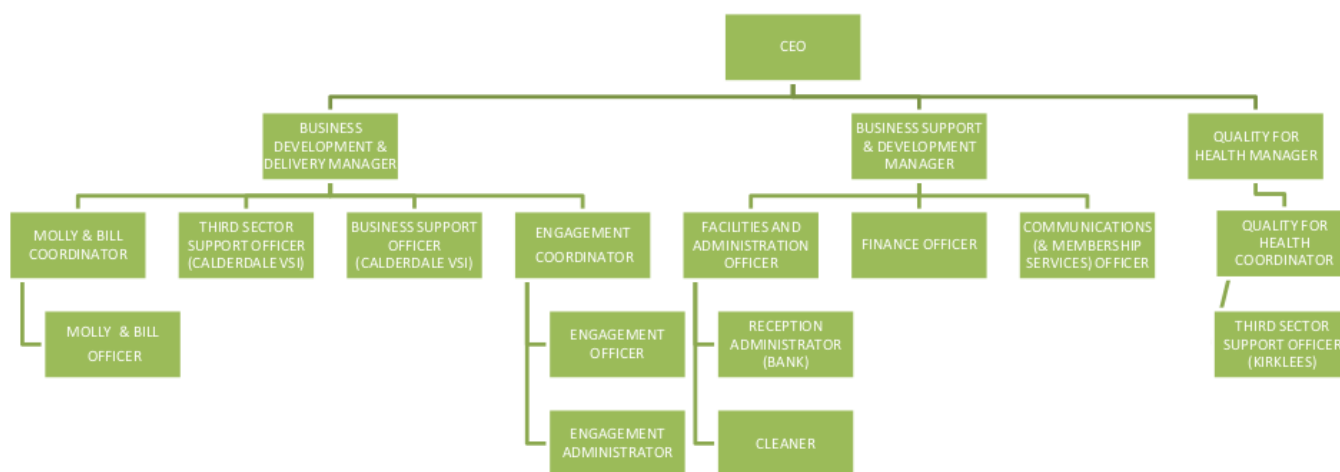
We use our core values as a guide to determine how we behave, how we make decisions and how we deliver on our roles and responsibilities.

Whilst our personal values may all be unique, we expect all VAC employees to embrace, engage and demonstrate our values whilst working with us, so we collectively build a strong unified culture to help us deliver our Mission and Vision.

VAC Values

<p>Quality</p> <p>We work to the highest standards, continuously developing our skills and knowledge</p>	<p>Connectivity</p> <p>We create lasting connections by working collaboratively towards shared goals</p>	<p>Inclusion</p> <p>We champion diversity, promote equality and create environments where everyone can flourish</p>	<p>We Value:</p> <p>Quality</p> <p>Connectivity</p> <p>Inclusion</p> <p>Integrity</p> <p>Solutions</p>
<p>Integrity</p> <p>We are transparent, honest and fair. We do what we say we will.</p>	<p>Solutions</p> <p>We take ownership and make things happen in a creative and positive way.</p>		

VAC Staff Structure



The Job Description

Key purpose of post

Reporting to the Business Development & Delivery Manager, you will develop and deliver a range of projects and activities to involve and promote the participation of the Voluntary and Community Sector (VCS) and wider communities in a range of engagement activities linked to local NHS priorities and Engagement Strategy.

You will act as point of contact for VAC and working closely with the NHS engagement team. You will actively promote the recruitment of 'community based assets', train the assets to qualify as Community/Engagement Champions and co-ordinate a range of engagement activity/projects (working with the team) in partnership with Calderdale and Greater Huddersfield CCGs.

You will have line management responsibility for the Engagement Officer, Engagement Administrator and associated engagement staff as part of this role.

Your accountabilities

1. Work in partnership with Calderdale and Greater Huddersfield Clinical Commissioning Groups to promote, develop and deliver the community asset based approach.
2. Effectively line manage, support and work with the project staff and engagement administrator to develop and deliver a range of processes and co-ordinating activity through individual and team level work-plans to meet contractual outcomes.
3. Co-ordinate and facilitate a programme of engagement training and support for VCS organisations to actively participate in engagement activity including engaging/involving priority groups as identified by funders including those with Protected Characteristics.
4. Develop positive relationships and work with a range of cross sector partners in the promotion, development and delivery of VACs engagement work
5. Establish and facilitate community asset network meetings in partnership with the Calderdale and Greater Huddersfield CCGs.
6. Be responsible for the development and co-ordination of a comprehensive 'approved providers list' and database for engagement and completion of relevant administrative tasks including record keeping and monitoring of activities and impact.
7. Represent VAC and report on our engagement work at relevant internal and external forums and meetings, including taking responsibility for the development and presentation of monitoring and progress reports to timescales in line with contractual requirements.

8. Contribute to income generation activities to further develop the work of VAC through the development, delivery and management of a range of associated/ wider engagement projects as agreed with line manager and funders.
9. Lead on bespoke developments and implementation of new initiatives and carry out any other duties as required to develop the aims of VAC.

Your strengths and characteristics

You will be working in a fast paced and challenging yet rewarding role. We're looking for someone who has:

- The ability to develop practical solutions and remain outcomes focussed to enable delivery priorities to be met.
- Crystal clear communication skills at all levels creating effective ways of working
- The ability to keep calm under pressure and to problem solve on your feet.
- Capacity to build strong relationships that engage people internally and externally
- An enabling and growth mindset linked to people management and team working
- Flexibility – ability to adapt and be flexible in approach to work to enable role and organisational priorities.
- Inspiring, dynamic, energetic, enthusiastic, must enjoy working with people and be focused on promoting positive impact.
- Initiative and drive to identify, help generate and manage new opportunities and partnerships

The Person Specification

Key:
 A = Application
 P = Presentation
 T = Test
 I = Interview
 C = Certificate

SKILLS, KNOWLEDGE & EXPERIENCE		
Requirement	Essential/ Desirable	Measurements
Contract delivery and management - clear and collaborative approach to developing and coordinating projects/ initiatives working with staff and wider stakeholders	Essential	A,P,T,I
Engagement - Experience of working with a diverse range of communities including developing and delivering enabling approaches that engage communities particularly marginalised groups.	Essential	A,P,T,I
People management – good communication and influencing skills to create motivated teams whilst having the ability to ensure people are clear about their focus and remain accountable/take ownership for their roles and responsibilities	Essential	A,P,T,I
Asset Based Community Development (ABCD) - understanding of community empowerment networks and the role of the voluntary and community sector in enabling sustainable development of communities	Desirable	A,P,T,I
Communication - ability to engage and create connections with a range of internal and external people across all sectors to promote and deliver the requirements of the role	Essential	A,P,T,I
Presentation - ability to produce accurate performance and monitoring reports and present confidently to internal and external stakeholders at all levels	Essential	A,P,T,I
Negotiation and managing conflict - ability to deal with challenges and conflict to achieve objectives or outcomes at a personal, team and/or organisational level	Essential	A,P,T,I

IT literate – ability to confidently use all current IT office software including Microsoft Excel to generate reports, presentations and develop effective business processes	Essential	A,P,T,I
Full clean driving licence, use of own vehicle with adequate insurance and ability to work flexibly and travel independently including out of office hours	Essential	A

QUALIFICATIONS		
Requirement	Essential/Desirable	Measurements
Educated to A level or equivalent standard.	Essential	A,C
Diploma or Certification in areas of Asset Based Community Development	Desirable	A,C

Employment Details

Special Conditions

Occasional weekend and evening working.

Ability to travel across Calderdale and Kirklees (and occasionally at regionally) as required.

Probationary Period

The post will be subject to a 3 month probationary period.

Disclosure and Barring Service Check

This post may involve access to young people and as such it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required to submit a Disclosure and Barring Service check.

Equal Opportunities

VAC is committed to equal opportunities, anti discrimination and anti oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation, age or impairment. This policy applies to job applicants, employees, volunteers and service users.

Further Information

If you have any questions at this stage please contact call 01422 348777.

How to Apply

To apply for the role, please submit your CV and a supporting statement (no longer than 2 sides of A4 Arial 12 font) describing how you meet the requirements within the Job description and Person Specification (using examples to demonstrate your skills, knowledge and experience) and email to maggie.opacic2@cvac.org.uk

If you would like to discuss the role please contact Karen Amos, Engagement Project Manager on 01422 348777

Deadline for submission of applications is midnight on 19th June 2019

Interviews will take place on 1st July 2019

Unfortunately, we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.