

## JOB DESCRIPTION

### Community development and co-production

14<sup>th</sup> February 2022

Public Health, Cornwall Council

<b>POST :</b>	Community development & co-production Link Worker
<b>JOB PURPOSE :</b>	To work with communities to develop community based-activities to support social prescribing and to undertake community development support the health needs of local people (taking a place based approach). This will include the measurement and reporting of impact of this work, which will include community engagement and co-production to inform mental health and suicide prevention programme and to help improve the health and wellbeing of residents of all ages.
<b>RESPONSIBLE TO:</b>	Line Manager – VCSE Organisation
<b>DBS CHECK:</b>	Full enhanced
<b>HOURS:</b>	Full time for 12 months

#### **Key tasks:**

- 1. Smooth transition of the VCSE social prescribing contract (depending on existing case load and as appropriate)**
  - Work with each of the delivery partners and GP practices to complete the existing social prescribing case load.
  - Complete necessary follow up meetings and complete patient records including the health outcome data.
  - Complete patient records within GP practices and MS Excel sheet, which records patient information about the intervention and health outcomes.
  - Provide a completed MS Excel sheet and confirm existing case load has been completed.
- 2. Community based activities and development**
  - Proactively engage with individuals, groups, link workers and other community based support, VCSE and other organisations who are supporting the community in the locality.
  - Foster trusting relationships with these people to become a “trusted partner”
  - Gather intelligence from these people about who they are supporting, how, what needs they see in their community, and what else they feel should be done to help.

- Connect these individuals and groups to each other and to other county-wide or statutory services who could help them.
- Develop community-based support, new sustainable community led activities using existing social prescribing link worker skills in areas such as coaching, MECC and HOPE.
- Use these connections to undertake placed based community development, engagement and co-production.

### **3. Community engagement and co-production**

- Proactively collaborate with the Public Health team, Cornwall Council and Healthwatch Cornwall.
- Develop / apply existing engagement and co-production methodology across each of the six areas.
- Gain an understanding resident's needs, aspirations and the types of interventions needed across places to inform the mental health and suicide prevention programme.
- Understanding of wider determinants of health and health inequalities across different areas.
- Communicate with partners and wider stakeholders to embed engagement into the future prevention programmes including the identification of novel ways to support health and wellbeing.
- Report on outcomes of the community engagement and co-production and recommendations for the mental health and suicide prevention programme.

### **4. Outcome measurement and sharing learning**

- Collecting and reporting of data and information to assess the impact of this role across social prescribing, community development (e.g., provision of activities) and engagement and co-production activities.
- Presenting progress and outcomes at partnership and network meetings where applicable.
- Providing quarterly reports on progress and final report from each of the six partner areas.

### **5. Communication & Delivery**

- To proactively engage, advise and communicate with residents in local hub areas to access appropriate support.
- Link individuals and families to community groups, voluntary organisations and suitable provision for their needs.
- Accompany those who are socially isolated or digitally excluded to appropriate provision
- Deliver HOPE (and or other) courses as appropriate.
- Develop new provision where gaps are identified, working with other professional colleagues with a focus on developing more sustainable community-based activities to support social prescribing.
- Work alongside community members and other professionals including PCNs to develop strong relationships to serve local communities and becoming an integral part of the placed-based teams.

### **6. Information Technology**

- To use IT systems as appropriate to organisation.

- To provide management information and reports such as monthly Learning Questionnaires to be shared with Public Health & Social Prescribing Co-Ordinator.
- To produce 6 case studies per year highlighting outcomes within the community, which are to include any negative experiences of this work, the challenges and benefits to local communities.

**7. Finance**

- To work efficiently with due regard for the economical use of company time and resources.
- Access, use and monitor Enabling Fund as appropriate to support need within the community.

**8. Administration and Organisation**

- Ensure that all necessary paperwork is completed accurately, on time and is processed in-line with organisations' policies and procedures.

**9. Sharing Learning & Meetings**

- Work with and share learning with host organisations teams, other SPLWs, Community Makers, Early Help Hub Co-Ordinator, Volunteer Co-Ordinators and hub teams.
- Attend regular meetings hosted by the Cornwall SP Co-Ordinator to share learning and good practice across the County.

**10. Training**

- Training will be provided including: Information Advice and Guidance Level 3, MECC, ASIST, Mental Health First Aid, Hope Facilitator, as well as partners own training.
- The post holder will participant in relevant training, which will be arranged by the Cornwall SP Co-Ordinator - as appropriate for the role.

**Skills and capabilities for the role**

This role has been designed around the existing skill set of a social prescribing link worker to deliver the aims of this project. The post holder will have:

- Experience working as a social prescribing link worker or working in an equivalent people-centred environment. This must include working with an existing case load.
- Experience in developing community activities and/or development including the development of group sessions.
- Ability to help support communities and develop more sustainable community-based support.
- Excellent communication, engagement and/or co-production skills.
- Ability to proactively form and build positive relations with different stakeholders.
- Excellent IT skills and able to effectively use Microsoft packages required as part of the role.
- Training in a range of skills necessary to undertake this role or a willingness to train in this area. This will include training such as HOPE, Level 3 IAG, ASIST and Mental Health First Aid courses as a minimum.
- Experience in data collection, monitoring and reporting of outcomes.
- Post holder must hold a valid driving licence and have access to a vehicle at all times, in order to meet the demands of this community role.