



Job Description

Job Title:	Part Time Social Connector
Based at:	Burnley, Pendle & Rossendale CVS
Responsible to:	Health and Wellbeing project manager and ultimately to Chief Officer and Trustees
Job Purpose:	<p>Working with and supporting the Social Prescribing programme facilitated by BPRCVS. The role:</p> <p>a) provides support to people who are identified in a range of locations including GP practices, linking them to activities and opportunities within the VCF (voluntary community and faith) sector to address their non- medical needs</p> <p>b) supports volunteers within CVS and the wider VCF eco system</p>
Key Relationships:	CEO, Senior Management Team, Finance/HR Team, Social Prescribing Team, third sector organisations, Primary Care Networks, beneficiaries and carers
Salary:	£14,639 (£27,082 pro rata)
Post Status:	Subject to continuation of funding
Hours:	20 hours per week flexibly applied over the week to enable full time coverage. We need cover Wednesday, Thursday & Friday.

Key Duties and Responsibilities:

- To work with the wider Social Prescribing/Connector and CVS staff team to help people identify their own goals and empower them to access their own pathways to support their wellbeing.
- To maintain a working knowledge (supported by CVS) of local voluntary, community and faith (VCF) sector activities to support signposting of individuals.
- To enable people who may have more complex needs to access activities and support networks to improve their wellbeing.
- Work to identify and support individuals at risk of loss of independence or hospital admission because of inadequate social support.
- Keep records for project monitoring/evaluation requirements utilising the CVS processes.
- Attend meetings and events to promote the wider programme.
- Manage own workload through planning and organising own work schedule, obtaining and organising the necessary information and resources.



BURNLEYPENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

- The post holder will be required to have a sound knowledge of safeguarding and the policies/procedures required.
- The post holder will be required to bring any concerns regarding safeguarding to the attention of the relevant nominated lead within BPRCVS in line with the relevant policy.
- Participate in appropriate training programmes to support the role.
- To attend events to promote BPRCVS services in general and the Community Connector programme in particular.
- Signpost where necessary to statutory services in partnership with the individual, GP or other service provider.
- To support the overall ethos, principles and practices of BPRCVS.
- To undertake any other duties which may from time to time be required and which are consistent with the duties and responsibilities of the post.
- To support the Chief Executive Officer and CVS infrastructure.
- The post holder will require a DBS Check of the Adult Workforce with the Adult Barred List

Holiday Entitlement: 23 days per annum plus bank holidays (pro rata)

There will be a six-month probationary period.

The post will involve occasional evening and weekend work for which time off in lieu is given.



BURNLEYPENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

Person Specification

Community Connector		
Quality	Essential	Desirable
Interpersonal skills and experience	<ul style="list-style-type: none"> • Experience and skills in working in a community setting. • Experience of working with community organisations. • Experience and skills in networking with inter-agency partnerships. • Excellent written and verbal communication skills. • Good telephone manner. • Ability to communicate well with patients, carers, volunteers, colleagues and with professional staff in other organisations. • To respect client confidentiality at all times. • Experience and skills in supporting people with complex needs. 	<ul style="list-style-type: none"> • Full driving license and access to a car with appropriate insurance for business use.
Organisational abilities	<ul style="list-style-type: none"> • Ability to prioritise own workload and work unsupervised. • Excellent organisational and time management skills. • Ability to meet the travel needs of the role. • A good standard of general education. • Understanding and appreciation of the VCF (voluntary, community and faith sector) and BPRCVS. • Experience and skills in Microsoft Office suite, Outlook/e-mails. 	<ul style="list-style-type: none"> • Experience of identifying gaps in order to develop services. • Knowledge and skills in the use of recording/maintaining data for reporting. • An appreciation of services and help available for people in Burnley, Pendle & Rossendale
Personal effectiveness	<ul style="list-style-type: none"> • Ability to work calmly whilst under pressure. • Ability to work with minimum supervision and prioritise own workload. 	





BURNLEYPENDLE & ROSSENDALE COUNCIL FOR VOLUNTARY SERVICE

	<ul style="list-style-type: none">• Ability to work as part of a team.• To bring demonstrable enthusiasm and energy to the post.• Presentable, with a friendly, approachable manner.• Ability to problem-solve and work on own initiative and recognisance.• Flexible approach to working in a dynamic workplace, i.e. to attend meetings as required.	
Commitment to BPRCVS	<ul style="list-style-type: none">• Commitment to organisational goals• Embracing change	

