

## JOB DESCRIPTION

**Job Title:** Neighbourhood Networker

**Report to:** Sutton Coldfield Neighbourhood Network Scheme Manager

**Hours of Work:** 25 hours per week

**Salary:** £14,664 (Full time equivalent of, £22,000)

**Location:** Age Concern Birmingham, 76 – 78 Boldmere Rd, Sutton Coldfield, B73 5TJ

**Contract Type: (i.e. permanent, fixed term etc.)** Fixed to 31/03/2022

### Job Purpose

To support in delivering the Neighbourhood Network Scheme (NNS) within the Sutton Constituency in partnership with Compass Support, linking adults with additional needs and older adults, carers, community and statutory organisations to NNS; working together with other stakeholders, to achieve a joined up social care experience for both adults with additional needs and older adults; to support the development of better cross-sector partnership working between the statutory/ public sector, voluntary, community and social enterprise sectors and to work with local community groups to build capacity and develop the local community offer for people with additional needs and those aged 50+.

#### **NNS and Prevention First Key objectives:**

##### **Principles:**

- Strengths and community assets-based practice – citizens and communities
- Partnership approach across the Council and external stakeholders
- Place based approach around neighbourhoods, Constituencies and localities
- Evidence base for what works and the impact of prevention based initiatives

##### **Community Social Work:**

- Three Conversations Model to implement a more strengths, assets and community-based approach to practice
- Constituency and Locality based working and teams to increase the visibility and presence of social workers in the community and community networks

##### **Community Assets:**

- Developing relationships, support and joint approaches with individuals, groups or organisations who/which is doing something, delivering an activity, project or service in a neighbourhood setting which older people can benefit from

Adults with additional needs for the purposes of this programme are defined as (but not exclusive to):

Citizens with learning disability, physical disability, autism, mental health difficulties, sensory loss or impairment)

- Adults aged 18 to 50 years who have a long-term disability; who are likely to have a care or support need in the future. This also includes people with an existing care or support need that

are living in a community setting who can access and participate in activities independently or with the support of a carer/PA.

- Under the Equality Act 2010 a disability is defined as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

#### **Essential Duties/Responsibilities:**

- To provide a high quality and responsive service to all stakeholders involved in the Neighbourhood Network Scheme.
- To support effective communication between ACB and Compass Support in the delivery of the Neighbourhood Network Scheme tasks, targets and outcomes.
- To develop good working relationships with statutory, voluntary and community groups. Particularly those supporting adults with additional needs.
- To build relationships with the local social work team and other key stakeholders, including the NHS, Emergency Services and Housing Providers in the Sutton Coldfield Constituency.
- To work with local social work teams to identify gaps in the community offer and provision for adults with additional needs.
- Offer advice and support to social work teams, community assets, adults with additional needs and carers through face to face, telephone and email contact.
- Work as part of a team, attending meetings, briefings and representing Sutton Coldfield NNS.
- Undertake asset mapping, engagement and capacity building activities required to meet the agreed outcomes of the NNS.
- Deliver community events and capacity building workshops.
- Fully participate and engage with local monitoring and evaluation processes.
- To comply with Health and Safety arrangements and to act in accordance with the ACB Health and Safety Policy and Procedures.
- To work at all times within the Values and Mission Statements and the Diversity and Equality Policy of Age Concern Birmingham, together with all other agreed policies and procedures of the organisation, and to ensure that this applies to all volunteers as appropriate.
- To promote a positive image of Age Concern Birmingham at all times and to establish a professional and confidential working relationship with all members of staff, NNS team members, partners and other stakeholders.
- Any other task required within the remit of the role.

**Skills & Qualifications:**

- Excellent literacy and numeracy skills
- Ability to use Microsoft office
- Good general standard of education
- Knowledge of the Sutton Coldfield area

**Special Conditions:**

- Disclosure and Barring Service (DBS) check will be undertaken for this role.
- This is a description of the job as it is at present.
- It does not form part of the contract of employment.
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.

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*Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:  
Promoting good practice and prevention of harm and abuse  
To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported*

**PERSON SPECIFICATION  
Neighbourhood Networker**

FACTORS	ESSENTIAL	DESIRABLE
<p><b>Skills, Knowledge, Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to prioritise and work under pressure to specific timescales and targets</li> <li>• Ability to handle difficult situations with sensitivity</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to present information orally and in writing to both internal and external stakeholders in a variety of formats including report writing and delivering presentations</li> <li>• Client focused and is courteous, friendly and approachable.</li> <li>• Knowledge and understanding of national, regional and neighbourhood issues affecting adults with additional needs.</li> <li>• Knowledge and understanding of asset based community development</li> <li>• Knowledge and understanding of governance, grant funding, safeguarding and other issues relevant to charitable organisations and community groups</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>X</p> <p></p> <p>X</p>
<p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Working and delivering services in a community setting</li> <li>• Experience of working with adults with additional needs</li> <li>• Experience of researching and mapping services, identifying gaps and developing strategies to resolve issues</li> <li>• Able to demonstrate experience of partnership working</li> <li>• Experience of managing or co-ordinating projects</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p>X</p> <p></p> <p>X</p>

<ul style="list-style-type: none"> <li>• Experience of building links with networks, stakeholders and other agencies who support vulnerable adults</li> <li>• Experience of planning and running community events, workshops and training sessions</li> </ul>	X	
<p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Commitment to working for a charity and its core values</li> <li>• Flexible around working hours to include some evenings and weekends</li> <li>• Use of a car for business travel</li> <li>• Positive and creative approach</li> </ul>	X  X  X	X

May 2021