

JOB DESCRIPTION

Job Title: Neighbourhood Networker - Adults with Additional Needs (aged 18 to 50)

Report to: Sutton Coldfield Neighbourhood Network Scheme Manager

Hours of Work: 35 hours per week

Salary: £24,351.60 (£13.38 per hour)

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

Contract Type: (i.e. permanent, fixed term etc.) 5 year contract until 31/03/2027

Job Purpose

To support in delivering the Neighbourhood Network Scheme (NNS) within the Sutton Coldfield Constituency in partnership with Compass Support, linking adults with additional needs and older adults, carers, community and statutory organisations to the NNS team; 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 aged 18 to 50 and those aged 50+.

The role will include delivery of digital inclusion skills to small groups and individuals.

NNS and Prevention First Key objectives:

Principles:

- The role uses strengths and community assets-based practice – focussed on citizens and communities
- A partnership approach with the Council and external stakeholders
- A place based approach around neighbourhoods, Constituencies and localities
- Building an evidence base for what works and the impact of prevention based initiatives

Community Social Work:

- Working within the Three Conversations Model to implement a more strengths, assets and community-based approach to social and health care practice
- Constituency and Locality based working with 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 are delivering an activity, project or service in a neighbourhood setting which adults with additional needs can benefit from

Adults with additional needs for the purposes of this programme are defined as:

- Disabled people and people with a long-term health problem or impairment, who have existing care and support needs or are likely to develop care and support needs in the future.

- Under the Equality Act 2010 disability is defined as being a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on the ability to do normal daily activities.
- Disabled citizens who have care or support needs or may have such needs in the future might include citizens with learning disability, physical impairment, autism, mental health difficulties, sensory loss or hearing impairment (but not exclusively).

Essential Duties/Responsibilities:

- To provide a high quality and responsive support 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 and support these assets to apply for grants and support if relevant and appropriate to Prevention First Key objectives.
- 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.
- Offer digital skills training to small groups and individuals
- Work as part of a team, chairing and attending meetings, planning and delivering presentations, briefings and representing Sutton Coldfield NNS.
- Undertake research, asset mapping, engagement and capacity building activities required to meet the agreed outcomes of the NNS.
- Plan and deliver community events and capacity building workshops.
- Fully participate and engage with local monitoring and evaluation processes, leading when required.
- Report and write reports on local need as and when required.
- 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
- Knowledge and experience of community development
- Knowledge and experience of the experience of disabled people and people with long term health problems and impairment, who also have care and support needs
- Ability to work on 1 to 1 and with small groups around digital inclusion skills

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.

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:

Promoting good practice and prevention of harm and abuse

Ensuring that allegations or suspicions of abuse are dealt with and the person experiencing abuse is supported

**PERSON SPECIFICATION
Neighbourhood Networker**

FACTORS	ESSENTIAL	DESIRABLE
<p>Skills, Knowledge, Abilities</p> <ul style="list-style-type: none"> • Ability to prioritise and work under pressure to specific timescales and targets • Ability to handle difficult situations with sensitivity and to achieve positive outcomes • Ability to work independently and as part of a team • 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 • Client focused and is courteous, friendly and approachable. • Digital skills knowledge • Knowledge and understanding of national, regional and neighbourhood issues affecting adults with additional needs. • Knowledge and understanding of asset based community development • Knowledge and understanding of governance, grant funding, safeguarding and other issues relevant to charitable organisations and community groups 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
<p>Previous Experience</p> <ul style="list-style-type: none"> • Experience in Community Development • Experience of working with adults with additional needs • Experience of researching and mapping services, identifying gaps and developing strategies to resolve issues 	<p>X</p> <p>X</p>	<p>X</p>

