

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Prevention & Wellbeing
POST:	Local Community Coordinator
GRADE OF POST:	GR11
RESPONSIBLE TO:	Locality Community Co-ordinator Manager

JOB PURPOSE:

To support people of all ages with disabilities, dementia, mental health issues, substance misuse, sensory impairments, older people and their families to determine and pursue their preferred lifestyle and identify their own strengths, needs and solutions.

To support individuals and their families to lead and contribute in the ongoing development of Local Community Co-ordination, including the monitoring of quality and outcomes.

To develop strong partnerships with communities, agencies and services within the third sector and voluntary groups and organisations to develop their capacity to include the needs of all citizens.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Manage a caseload of vulnerable children and adults, utilising and co-ordinating a range of community services to assist them in managing risks to their health, wellbeing and independence.
- Support vulnerable people, both children and adults to live in welcoming and supportive Communities. Providing personalised, flexible and responsive support to assist individuals, families and communities to access information and support as appropriate.
- Provide day to day direction and supervision to a number of Community Activators and volunteers.
- Build inclusive, resilient communities through partnership and collaboration with individuals, families and carers, local organisations and the broader community.
- To support and promote opportunities for involvement and participation of vulnerable people in a variety of ways including in community groups, and in influencing policy and decision making at a variety of levels.
- Convene and/or attend inter-agency meetings and liaise with other professionals as required.

- To promote self-advocacy and provide support/access to independent advocacy as required
- To assist individuals and families to develop and utilise personal and local community networks to develop practical solutions to meet their needs and requirements and to access any funding as appropriate
- To build effective partnerships and working relationships with community and statutory services including police, GP's, community organisations, health and social care organisations. Develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities
- Support planning and policy development through a sound understanding of the key issues for vulnerable people due to disability, age, sensory impairment or mental health needs.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Local Community Coordinator

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	- Hold a recognised and relevant degree and / or professional qualification in Social Work, Health or Community Development. - A minimum of 2 year post qualifying experience in a relevant social care field. - Relevant registration and/or professional membership where applicable.	Yes Yes Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	- Experience of working alongside people who may be isolated, excluded or vulnerable due to disability, mental health needs, age or frailty in a health, social care or community setting. - Leading or developing a new project / service / method of working. - A proven track record of managing and responding to a range of risks. - A sound knowledge of Child and Adult Protection processes. - Understanding of Positive Risk-taking processes. - Experience of mentoring and supporting others in their practice.	Yes Yes Yes Yes Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Knowledge & Experience (continued)	• Experience of successfully managing a programme of change • Experience of working at a senior level in a health, social care or community setting. • Previous experience of budgetary management and obtaining funding. • Understanding of and commitment to Local Area Co-ordination, strengths- based approaches and equity in communities. • Comprehensive understanding of the principles of social inclusion.	Yes Yes	Interview, application form, and selection process
Skills & Personal qualities	• Demonstrate skills in forming effective working relationships with service users, partner agencies, social care managers and other professionals. • Ability to deal with conflict and support people through a process of change. • Effective negotiation and influencing skills. • Ability to present complex issues in a clear and concise manner both verbally and in writing. • Ability to communicate effectively with people with a range of experiences and backgrounds including local citizens, professionals, senior managers and elected representatives. • Ability to analyse and interpret information to develop recommendations and advice	Yes Yes Yes Yes Yes	Interview, application form and selection process

Attributes	Requirements	Essential	Method of Evaluation / Testing
Skills & Personal Qualities (continued)	for a range of internal and external stakeholder. • Ability to prioritize and manage time effectively. • Ability to record information in a clear and concise manner. • Well-developed communication and interpersonal skills that build trust, confidence and collaborative relationships • Effective project management skills, to meet key deadlines and milestones on time. • Self-motivated and the ability to use own initiative to solve problems. • Good level of IT skills. • The ability to work co-operatively with key staff both within the organisation and with partner organisations. • Enthusiasm for excellence, innovation, continuous improvement and change. • The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise. • Full driving licence and access to a motor vehicle during working hours. • Ability to communicate through the medium of Welsh.	Yes Yes Yes Yes Yes Yes Yes	Interview, application form and selection process