



Torrington 100 Community Developer (x2)

Job Description

Responsible to: Torrington 100 Steering Committee

Line management and support: TTVS Group Development Manager

Salary: Pro rata (0.56) of pay scale JNCSCP23 = £22,462 per annum (actual £12,749 for 10 months contract)

Length of Contract: From appointment date to 31 March 2020

Hours of Work: 21 hours per week, mainly during normal working hours, though some flexibility may be required. Two people will be appointed, both on 21hrs a week with a work pattern developed to achieve the goals of the pilot project as efficiently as possible.

Holidays: 23 days pro rata plus Bank Holidays pro rata plus 2 additional non statutory days between Christmas and New Year pro rata.

Location: Flexible between Bideford and Torrington with travel across the Torridge district and time spent in village locations. A desk base in Bideford TTVS with laptops and mobile phones provided.

Context: Social prescribing is taking off across the UK. A number of agencies and individuals in Torridge including a GP, The Plough Arts Centre, TTVS and the Community Health Forum have been working on the development of a social prescribing pilot with an arts and culture 'flavour' and this is now being taken forward under the newly formed Torrington 100 Steering Group under the umbrella of One Northern Devon.

The pilot is being set up to look at the extent to which improving the integration of primary care, local health and social care services and community groups can help make life better for vulnerable individuals in Torrington and the 16 villages located in the 100 square miles around the town.

The focus for this pilot, which makes it different to those in Bideford, Barnstaple, Ilfracombe and Braunton, is the engagement with arts and culture and enabling each of the 16 key villages to identify what is available / needed in their communities and develop services to meet them. These are recognised strengths across Torridge and with The Plough as the key cultural partner it is hoped we will see arts in their broadest sense supporting community development and individuals' sense of wellbeing.

The pilot is funded for 10 months until the end of March 2020 and is essentially a "prequel" to enable a Link Worker (Community Connector) to operate effectively within the GP practice, having access to accurate local information to facilitate social prescribing. There is no commitment from the funders to a future programme but a successful outcome will involve identifying and developing sustainable outcomes within the community.

The role: The basic role of the two Community Developers will be to map, communicate and develop community capacity within Torrington and its 16 villages. Once the GP Link Worker is brought on

board this will trigger the GPs to begin 'social prescribing' and close liaison with the Developers. Monitoring, evaluating, reporting and communicating are also essential elements as well as continued public awareness raising; we think there will be indirect benefits as well as those from the GP prescribing.

What else are we are looking for: We are looking for people with initiative and drive who can take this pilot forward. Delivering key elements as described will be vital but we'll welcome individuals who can inform the direction of the project with ideas and input from communities they are liaising with, with background gleaned from other initiatives and their own desk research. With the enthusiasm and expertise of the two people appointed and the guidance and input of the steering group we are hoping for a ground-breaking success, a pilot that can lead the way for a future model that will attract mainstream support and prove effective for the whole community.

Role and Responsibilities:

Develop capacity within the community

- Coordinate data on active community groups, collating it from village activists, community forums and community organisations
- Collate data on transport options
- Work with the GP Link Worker to understand demand and map gaps in provision
- Identify and recruit village activists, communicate with them, develop and support them
- Work with partner organisations (eg The Plough where there is a culture link) and village activists to create new provision, utilising 'seed funding' from the project to facilitate this where needed.
- Recruit and manage new volunteers as necessary to the pilot project

Communicate opportunities and publicise the pilot project

- Communicate regularly with the GP Link Worker with full data on opportunities
- Coordinate community signposting events - large and occasional and small and regular
- Create and populate webpages
- Develop and communicate via social media channels
- Create PR opportunities, liaise with various local media and encourage local coverage of activities and key achievements
- Deliver presentations, attend networking / partnership events
- Maintain a range of marketing material to promote the project

Evaluate impact and outcomes

- Gather feedback from village activists
- Survey community forums and community organisations
- Collate information from GP Link worker on medical outcomes

Manage the pilot project – to be delivered jointly with job –share partner

- Create a project plan with key milestones and a timeline in liaison with the Torrington 100 Steering Group
- Develop and maintain any recording systems and data needed for reports
- Report back on achievements against milestones
- Indicate any pinchpoints and flag up support needed before critical
- Create an evaluation report at the end of the project

General

- Ensure work is carried out to agreed standards and targets and appropriate risk assessments are completed
- Take on other tasks and responsibilities that may arise as the work develops, and that are appropriate to the level of the post.

Torrington 100 Community Developer – Person Specification

This Person Specification demonstrates the personal attributes required of an individual in order to undertake the duties required by the post and will be used in the selection process.

The selection process recognises and acknowledges the value of transferable skills or experience, so long as their relevance to the role is clearly demonstrated by the application.

Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • A good standard of education 	
Experience	<ul style="list-style-type: none"> • Facilitating good partnership working and of working in partnership. • Working with community groups and/or volunteers. • Recruiting, training and supporting volunteers • Project development and management. 	<ul style="list-style-type: none"> • Work experience in the field of health and wellbeing • Experience of producing written reports • Experience of establishing or administering systems for monitoring and evaluation.
Knowledge or Awareness	<ul style="list-style-type: none"> • Thorough understanding of the needs of rural communities and the types of issues they face. • Thorough understanding of working with community groups and volunteers. • Good knowledge of the types of agencies and organisations that support personal and community wellbeing. • An interest in arts and culture and awareness of its role in wellbeing. • Sensitivity to the challenges around engaging with people in rural and sometimes 'hard to reach' communities. 	<ul style="list-style-type: none"> • Strong local knowledge of services which support people and communities • Local knowledge and understanding of cultural opportunities, which support wellbeing
Skills	<ul style="list-style-type: none"> • Good communication and listening skills and able to work with a variety of different individuals and agencies • Organised, with strong administrative skills. • Skilled in the use of Microsoft Office (Excel, Word etc) and comfortable with email and internet technology. • Able to network effectively with partners, including statutory agencies and voluntary groups. • Able to give effective talks and presentations • Can work as part of a team. • A driver, with access to a vehicle 	<ul style="list-style-type: none"> • Able to produce written material to a high standard. • Able to work within a prescribed budget.
Personal Attributes	<ul style="list-style-type: none"> • Diplomatic; able to sensitively negotiate between the needs of individuals, community groups, volunteers and other stakeholders. • Compassionate, sensitive to other's needs. • A flexible and self motivated approach – must be able to show initiative. 	