

Role name: Neston and Willaston Community Partnership Facilitation Lead

Length of service: 1 year (extension reliant on future funding)

Hours: 7hrs / week – Wednesdays

Salary: 24,375pa pro rata

Location: Neston Community Youth Centre. With travel across CH64 and surrounding areas.

Job offer and employment subject to satisfactory Right to Work checks and Enhanced Disclosure and Barring Service (DBS) check.

The Opportunity

Following recent changes to the structure of the Neston and Willaston Community Partnership we are looking to recruit an enthusiastic and organized individual who can support the Partnership in its development.

The post holder will work alongside the clinical and community leads to deliver CWICP's priorities and objectives.

The Community Partnership Steering Group and its sub groups meet monthly on a Wednesday, you will be responsible for facilitating these meetings.

Role description – main duties

- Keep up to date contact list for community partnership and its sub groups.
- Arrange and attend monthly community partnership meetings and sub group meetings.
- Note taker at meetings
- Distribute agendas and any relevant information to all members of the group
- Gather monthly feedback from social prescriber and wellbeing coordinator and present at Steering group monthly meeting in their absence.
- Attend monthly strategic planning meeting with clinical lead and community lead.
- Promotion of group at local events and networking meetings and develop a social media presence
- Assist with collating, monitoring and preparing data for monitoring reports.
- Work alongside CWVA comms team to implement an effective system to promote the work of the community partnership
- Carry out all other duties as deemed reasonably appropriate.
- Community engagement – conducting surveys and drop ins on behalf of the community partnership

Person Specification

Criteria	Essential	Desirable	Assessment A = Application I = Interview
Knowledge and Skills			
An understanding of Neston and surrounding areas		YES	A/I
Excellent verbal and written communication skills	YES		A/I
Good knowledge of Microsoft Office programmes including word, excel and outlook.	YES		A
Knowledge of local health and social care initiatives and strategic developments		YES	A/I
Experience			
Experience of working in a community based role		YES	A/I
Administration experience	YES		A/I
Experience of networking and working in partnership with statutory and voluntary organisations		YES	A/I
Attitudes / behaviours			
Enthusiastic	YES		I
Creative thinking	YES		I
Flexible	YES		I
Belief in the power of community	YES		I
Professional, with the ability to maintain confidentiality levels at all times	YES		I

About the interview

If you are shortlisted, you will be invited via email to attend a face to face interview with a panel consisting of the community lead and clinical lead.

To apply

Please email Rachael@nestoncyc.org.uk with your CV and personal statement.