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**Tackling Loneliness Collaborative Lead**

**Job Description**

**Bassetlaw Community and Voluntary Service (BCVS)**

**Hours: 37.5 hours per week**

**Salary: £26,500**

**Accountable to: To be confirmed**

**Contract Term: 2 year fixed term contract**

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| **Job purpose** | To lead and support the Tackling Loneliness Collaborative across Nottinghamshire to reduce loneliness. Enable a reduction in loneliness through a collaborative approach involving health, social care organisations, voluntary and community organisations, volunteers and local communities. |
| **Key responsibilities** | 1. Identify and map community assets, support, information and skills in relation to loneliness and isolation and identify where gaps exist 2. Build links with existing groups and partner agencies; work together to influence decisions to tackle loneliness 3. Promote and support information available and raise profile and awareness of loneliness 4. Jointly develop and implement a communications plan for the collaborative 5. Review existing programs in support of loneliness, delivered by Nottinghamshire County Council, partners, the local community and best practice outside of Nottinghamshire 6. Lead, coordinate and support the activity of the collaborative as identified 7. Be accountable and report to the collaborative, the Director of Public Health (Nottinghamshire Council Council) and the Integrated Care Partnership 8. Understand the findings from the loneliness research being undertaken by Nottingham Trent University and any other organisations as directed 9. Commission work that is required from any funds available 10. To act as a point of contact for local people and organisations who want to engage and support the work of the collaborative 11. To manage any budgets that the collaborative is responsible for 12. Produce reports for the collaborative and other bodies as required 13. Work with the collaborative to identify additional funds that could support this work 14. Work in a proactive way to address and embed Equality Diversity and Inclusion in all areas of work |
| **Key accountabilities** | 1. Lead and coordinate the work of the collaborative 2. Plan and ensure delivery of the work of the collaborative 3. Provide accurate information to allow proper performance management of policy areas and projects 4. Ensure effective, positive communications with the collaborative and the wider community 5. Manage budgets and other resources in line with relevant Nottinghamshire County Council policies and frameworks 6. Demonstrate a proactive, flexible and responsive approach to own performance and the role within a changing environment |

**December 2021**

**PERSON SPECIFICATION**

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|  |  | **Essential** | **Desirable** |
| **Education and Knowledge** | 1. Educated to degree level or equivalent experience 2. Understand the equality and diversity agenda and its impact on local communities and the voluntary sector 3. Understand the roles and functions of local voluntary and public sector organisations 4. Understand Nottinghamshire and its diverse communities 5. Understand loneliness and the measures which affect this | Y  Y  Y  Y | Y |
| **Experience** | 1. Two years’ recent experience working in or with a community or voluntary or public sector setting 2. Leadership and delivery of projects and/or programmes of work 3. Partnership working with statutory organisations and the community & voluntary sector 4. Experience of communicating with a wide range of stakeholders 5. Developing and delivering new initiatives in the community and voluntary sector and evaluating their outcomes 6. Writing and presenting committee reports 7. Developing policy and strategy documents 8. Using problem solving techniques in addressing complex and emerging issues in localities 9. Performance management systems | Y  Y  Y  Y  Y  Y  Y  Y  Y |  |
| **Personal skills and general competencies** | 1. Demonstrable strong leadership skills 2. Excellent communication skills including listening, writing and verbal 3. Evaluation and impact measurement skills 4. Ability to work collaboratively with a range of stakeholders 5. Good project/programme management skills 6. Compassion and the ability to empathise with people's life experiences 7. Ability to meet agreed objectives and delivery targets by the effective use of resources 8. Interpersonal skills, to engage, consult, and develop constructive relationships with others including partners 9. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 10. Ability to drive/car owner and be willing to travel across the county 11. Must be able to work in a small flexible team | Y  Y  Y  Y  Y  Y  Y  Y  Y  Y  Y |  |