



Application pack: Community Health Champions Project Administrator



www.lancastercvs.org.uk

Charity Registration (England & Wales) Number: 1127626.

Company Registration (England & Wales) Number: 6743623.

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About us

LDCVS was founded in 1972, as one of a national network of Councils of Community Service (the precursors to Councils of Voluntary Service). Our charitable objective is “to promote any charitable purpose for the benefit of the community in the Lancaster District boundaries, to promote and organise co-operation in the achievement of the above purposes and to bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes”.

LDCVS exists to help our members to overcome critical challenges that the Voluntary Community, Faith and Social Enterprise (VCFSE) Sector faces.

The first is around funding – we help to facilitate the right amount of funding for the right activities, distributed in a way that sustains VCFSE organisations.

The second is around volunteering – we help our members to attract, develop and retain high quality, dedicated citizens who, through participation, make a difference in communities.

The third is around how the VCFSE Sector is perceived and perceives itself – we help to enhance the reputation, professionalism, capacity and independence of our members.

The fourth is around how the VCFSE Sector communicates, both internally and externally – we help our members to talk to each other, share knowledge, debate sometimes contentious issues and work together to create positive impact for communities. Working closely with our partners, we raise the profile and amplify the voices of local community and voluntary organisations, ensuring that they are valued, understood by commissioners and properly resourced to tackle pressing social challenges.

To describe this purpose succinctly, we have developed our **mission**: LDCVS exists to support, connect and champion the voluntary, community, faith and social enterprise (VCFSE) sector in the Lancaster District.

We fulfil our mission by pursuing four **strategic aims**:

- support the sector: incubating, developing and sustaining voluntary and community organisations and enabling them, in turn, to support the communities that they care about
- connect the sector: forging links between individuals, communities and groups, and between the sector as a whole and other partners
- champion the sector: ensuring that both its achievements and its challenges are recognised
- be a sustainable organisation, open to new learning

The way we work is described by our **values**:

Independence

- We are an independent voice for the Voluntary, Community, Faith and Social Enterprise sector, championing its vital role in Lancaster District

Collaboration

- We believe in partnership, in the sharing of knowledge, expertise and resources, and the importance of building trust across geographical, organisational, cultural and sectoral boundaries

Social Justice

- We value the diversity of the sector and work to promote equality, diversity and inclusion.

Empowerment

- We seek to enable communities, organisations and networks to become strong, independent and self-sustaining.

Learning

- We believe that all of us can grow, learn and develop throughout our lives but often need help to do so.

Participation

- We champion the principle of voluntary action, believing strongly in the benefits it brings to individuals and communities in our District.

Quality

- We put quality at the heart of all our activities.

The context for this post

Lancaster District CVS is working with Lancaster City Council to reach residents across the district and provide them with the information they need to make informed decisions about their health, including the COVID-19 vaccine. Data shows that for a variety of reasons, vital health information is not reaching our communities particularly disabled people, young people and families, people from BAME backgrounds.

A new fund has been created to help to reduce health inequalities across the district increase the uptake of COVID-19 vaccination. It is funded by Lancaster City Council and managed by Lancaster District CVS

Community groups, charities, faith and social enterprise organisations will be invited to apply for funding so that they can run local activities. Organisations will be able to apply for up to £3,000 on their own or up to £10,000 in collaboration with at least one other organisation

This could involve:

- Workshops or informal education sessions
- Local events and activities that bring people together to discuss health issues and the vaccine
- Training for local community champions or volunteers that help support people around health, wellbeing and vaccine information
- Removing barriers such as travel to help access vaccine sites
- Producing information in different languages and formats
- Working with the Council and the NHS to identify locations and communities that would benefit from vaccination pop-up clinics.

The role of the Project Administrator

This is an important time for our organisation as we expand our support to communities and the voluntary community faith sector across Lancaster District.

The Project Administrator will be part of small, dynamic and well networked team and will be responsible for ensuring that:

- this opportunity is appropriately promoted;
- applications are legitimate and correctly completed;
- decisions are properly recorded and actions taken;
- those who receive grants complete formal evaluations.

We're looking for somebody who has a good eye for detail, is friendly and professional, with experience of arranging meetings and recording decisions. Ideally, we'd like to find someone who also has experience of applying for grants or evaluating projects, so they are aware of the process our grantees will go through.

The successful candidate will also need to have excellent Information Technology skills, have a good broadband connection due to the need for home working and must have flexibility to fit in with the working patterns of the current team. We will provide IT kit for home working, generous terms and conditions and a contribution to a pension scheme.

This pack contains a full job description and person specification. If you wish to have an informal discussion about the role, please email hello@lancastercvs.org.uk or call Yak Patel (Chief Officer) on 07876 225633.

How to apply

In this pack you will find a job description and person specification for the role.

The job description outlines the duties and responsibilities of the post. The person specification describes the range of skills, knowledge, experience, knowledge required of the post holder. The essential criteria are the minimum requirements that you will need to carry out the role effectively.

The desirable criteria will aid you to undertake the full duties and responsibilities of the post more quickly. You are not required to have them at the appointment stage. However, where there are many candidates for a vacancy, desirable criteria may assist us in the shortlisting process.

[Download and complete our Application Form](#), ensuring that you address the requirements of the person specification, and email it to hello@lancastercvs.org.uk, stating 'Project Administrator' in the subject line, by 5pm on 27 April 2022. We do not accept CVs as an alternative to completing any section of the form.

We will acknowledge receipt of your emailed application.

Equality and diversity

LDCVS is fully committed to diversity and equality of opportunity in everything that we do. [By downloading and completing the Equality and Diversity Monitoring Form](#) and sending it to us alongside your application you will assist us to monitor our practices. The information you provide to us is strictly confidential. This form will be separated from your application prior to short-listing, will be seen by the Chief Executive Officer only, and will not be made available to the selection panel.

LDCVS is committed to ensuring all disabled people are not disadvantaged either during the recruitment and selection process or during their employment, including making reasonable adjustments to our employment practices and premises, wherever possible, to ensure disabled people are not disadvantaged.

Interviews

Interviews will be held online, using Microsoft Teams, on 5 May 2022.

Offers of employment

Once a recruitment decision has been made we will issue a conditional offer of employment. Full confirmation of an offer of employment is subject to the satisfactory completion of the following employment checks:

- Two satisfactory references (one must be from your current or most recent employer);
- Evidence of eligibility to work in the UK in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006;
- Identity Check;
- Proof of qualifications held;
- DBS Disclosure clearance (if applicable). In addition, applicants who have lived or worked overseas may be asked to obtain a certificate of good conduct to demonstrate their suitability for employment.

All new employees are subject to satisfactory completion of a 3 month probationary period.

Job description

Job title	Community Health Champions Project Administrator
Term	Fixed term - nine months from start date
Job purpose	Support LDCVS office functions relating to grants and administration.
Location	Lancaster city centre and other locations as required
Accountable to	Senior Administration Officer
Accountable for	N/A
Salary	£15,015 (£20,020 pro rata to nine months)
Hours	35 hours per week
Relationships (Internal)	Chief Executive, Connecting Communities Volunteering Officer, Connecting Communities Development Officer, Community Health Champions Project Officer, Finance Office, Communications & Partnerships Officer, Finance Officer, Trustees
Relationships (External)	Voluntary, Community, Faith & Social Enterprise (VCFSE) organisations in the Lancaster district. Lancaster City Council. NHS.
Key Tasks:	<p>The post-holder will:</p> <ul style="list-style-type: none"> • Moderate funding applications, checking completeness and regulatory information. • Arrange meetings, issue papers, take minutes, and distribute decision records. • Issue and receive project evaluations. • Assist in marketing and promotion including in-person events, social media and email campaigns. • Write and update website content. • Receive and respond to telephone and email enquiries.
Specific requirements	<ul style="list-style-type: none"> • You may need to occasionally work outside normal office hours, such as in the evening or during a weekend. These times will be clearly identified and discussed with you in advance.
Terms and conditions	<ul style="list-style-type: none"> • Flexible hours • Pension contribution of 5% • LDCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.

Person Specification		
Aspect	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Positive about challenges • Team player • Friendly and professional manner • Well-organised, with an eye for detail • Commitment to equality and diversity 	
Skills	<ul style="list-style-type: none"> • Ability to communicate and work with people from a wide range of backgrounds. • Excellent written and numerical skills 	
Experience & Knowledge	<ul style="list-style-type: none"> • Experience in arranging meetings, taking minutes and recording decisions. • Experience in working at in-person and virtual events. 	<ul style="list-style-type: none"> • Knowledge of the work of charities and social enterprises in the Lancaster district • Experience working in community-based organisations • Experience of applying for grants or evaluating projects.
Information Communication Technology	<ul style="list-style-type: none"> • Working knowledge of standard work-based software such as Windows, Office etc.. 	
Other	<ul style="list-style-type: none"> • Willingness to work flexibly to fit in with the nature of the project 	