



# Community Health Officer

[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)

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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.

This purpose is encapsulated in our **mission statement**: 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 informed by our **values**:

### **Independence**

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

### **Collaboration**

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- 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**

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

### **Empowerment**

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

### **Learning**

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

### **Participation**

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

### **Quality**

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

## The context for this post

The voluntary, faith, community and social enterprise sector plays a vital role in caring for and improving the wellbeing of people and communities across the Lancaster District. To support the sector in this work, we are looking for a new team member with a passion for health and wellbeing and the ability to build strong relationships.

The Community Health Officer will collaborate with our team and stakeholders across three important areas of work: a Digital Directory of Services, grant programmes related to health and wellbeing, and support for community initiatives.

The Digital Directory of Services will build a comprehensive online directory of health, wellbeing and social services offered by community organisations and the public sector across the Lancaster District. It will allow the huge diversity of voluntary sector support activity in our community to gain equal visibility alongside the better-known offers of the health service and public sector social care.

The Directory offers GP surgeries, community organisations, and members of the public the opportunity to discover and access these services and determine which are relevant and useful to the people they support. The Community Health Officer will work to support participation in the directory by organisations involved in delivering health and social care activities by providing them with training and information, capturing information about organisations and activities, and administering requests for referrals to services.

Through our [Bay Foundation](#), LDCVS manages and administers programmes which provide grants for social good - on behalf of local government, business donors, and the public. The Community Health Officer will promote, and assist in the administration of, the [Community Health Champions Fund](#) and the [Lancaster District Wellbeing Fund](#), and support organisations that receive money from these funds to successfully deliver their projects and prove their impact through evaluation.

Tying both of these strands together with wider support for community work around health and wellbeing, the successful candidate will also represent LDCVS in networks and forums and encourage organisations to come together, share ideas and develop their skills through the offer of a training programme.

All this work is rooted in the principles of collaboration and co-design. We believe that people and communities should be empowered with regard to their own health and wellbeing.

The successful candidate will 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 contact Nick Smith (Senior Administration Officer) by email at [nicksmith@lancastercvs.org.uk](mailto:nicksmith@lancastercvs.org.uk) or by telephone on 01524 555900.

## Job description

<b>Job title</b>	Community Health Officer
<b>Term</b>	Permanent
<b>Job purpose</b>	The postholder will coordinate our work in partnership development between the voluntary sector, health services and local government; support community health care initiatives; manage community grant programmes, and ensure the successful implementation and growth of a digital directory of health and social services.
<b>Location</b>	Lancaster city centre, home working, and other locations as required
<b>Accountable to</b>	Chief Officer
<b>Accountable for</b>	N/A
<b>Salary</b>	£27,456 per annum
<b>Hours</b>	Full time (35 hours per week)
<b>Relationships (Internal)</b>	Chief Executive, Connecting Communities Volunteering Officer, Connecting Communities Development Officer, Community Health Champions Project Administrator, Finance Office, Communications Officer, Finance Officer, Trustees
<b>Relationships (External)</b>	Voluntary, Community, Faith & Social Enterprise (VCFSE) organisations in the Lancaster district. Lancaster City Council. NHS.
<b>Key Tasks:</b>	<p><b>Digital Directory of Services</b></p> <ul style="list-style-type: none"> <li>• Support service provider participation in the project.</li> <li>• Work with the LDCVS team to provide training and information sessions for service providers, GP practices, and non-health partners.</li> <li>• Capture and validate data on services and activities for inclusion within the Directory.</li> <li>• Administer referrals and signposting requested through the Directory.</li> </ul> <p><b>Grant Programmes</b></p> <ul style="list-style-type: none"> <li>• With colleagues, promote and administer the Community Health Champions Fund and the Lancaster District Wellbeing Fund</li> <li>• Support organisations in receipt of LDCVS funding to successfully deliver their projects, including end-of-project evaluation and sharing of best practice.</li> </ul> <p><b>Community Support</b></p> <ul style="list-style-type: none"> <li>• Participate in local networks and forums and facilitate new peer networking opportunities.</li> <li>• Support grassroots community health initiatives including a network of Community Health Champions</li> <li>• Coordinate training and information sessions for voluntary sector organisations.</li> </ul>
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• You may need to occasionally work outside normal office hours, such as in the evening or during a weekend.</li> </ul>

	These times will be clearly identified and discussed with you in advance.
<b>Terms and conditions</b>	<ul style="list-style-type: none"><li>• Flexible hours</li><li>• Pension contribution of 5%</li><li>• LDCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.</li></ul>



## Person specification

Aspect	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Positive about learning new skills and taking on new challenges</li> <li>• Team player</li> <li>• Friendly and professional manner</li> <li>• Well-organised, with an eye for detail</li> <li>• Commitment to equality and diversity</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate and work with people from a wide range of backgrounds.</li> <li>• Excellent written and numerical skills</li> <li>• Excellent presentation skills.</li> <li>• Ability to build networks and strong working relationships</li> </ul>	
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the work of charities and social enterprises in the Lancaster district</li> <li>• Experience working in community-based organisations</li> <li>• Appreciation of different approaches to understanding health, disability and wellbeing and the links between poor health and inequality</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in monitoring and evaluating projects</li> <li>• Experience working with public health or public protection issues.</li> <li>• Experience in brokering relationships between individuals and organisations.</li> </ul>
<b>Information Communication Technology</b>	<ul style="list-style-type: none"> <li>• Working knowledge of standard work-based software such as Windows, Office etc..</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly</li> </ul>	

## 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.

Apply by emailing your CV and a covering letter to [hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk), stating 'Community Health Officer' in the subject line, by 5pm on 15 June 2022. Your CV must include at least two nominated referees, including your current or most recent employer, and your covering letter must explain why you have applied for this role and how you meet the person specification.

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 help us 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*

If you are selected for interview, we will contact you by email before 5pm on Friday 17 June 2022. Interviews will be held online, using Microsoft Teams, on 23 June 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.