Senior VCFS Development Officer (Self-Care) Job Description

Grade: NJC scale SC 29-31 (£25,951 - £27,668)

Line Manager: Self-Care Programme Manager

Hours: 36 per week

Period of contract: 2.5 years subject to funding

Responsible for: TBC - may have some line management responsibility for staff and volunteers working on the Self-Care Programme.

Main contacts: Local people, volunteers, and staff from local VCFS groups, Officers from partner agencies including TMBC, Tameside & Glossop CCG, GP’s and Primary Care and the ICFT, Elected Members, all Action Together teams.

Purpose of the post:

- To work as part of the Self-Care Programme team to identify and support local Voluntary, Community and Faith (VCF) groups to become an effective part of the supply chain for the Self-Care Programme.
- To lead all aspects of the design, delivery and evaluation of a programme of capacity building support for these groups.

Specific requirements of this role

To lead all aspects of the Self-Care VCFS Development Programme including:

- Actively identifying local VCFS groups interested in becoming part of the supply chain for the Self-Care programme.
- Providing 1:1 support to them to meet the requirements to become a ‘Preferred Provider’ for the programme.
- Provide ongoing organisational development support for these groups that increases their capacity, quality, and effectiveness in delivering and evaluating services/activities that improve people’s health and wider wellbeing.
- Lead the development of a training programme for these providers.
- Keeping accurate up to date records relating to the Preferred Providers, development support training etc given on our CRM database.
- Ensure that VCFS providers are aware of their monitoring and evaluation responsibilities and that they meet these.
- To organize and facilitate a Provider Forum for these groups.

To work closely with the Senior VCFS Commissioning Officer and wider team to:

- Develop processes for VCFS providers of all sizes to become a ‘Preferred Provider’.
- Actively encouraging VCFS providers to join the preferred provider list and apply for opportunities.
- Develop proportional quality assurance checks for these providers to access investment.
- Developing monitoring and evaluation processes for the services/activities invested in as a...
result of this programme.

• To work with the wider Self-Care team and our partners to identify gaps in provision and look to prioritise investment towards filling these.
• To support the governance arrangements for the Programme as required (e.g. investment Board).

Support the wider team priorities by:

• Contributing to the wider programme evaluation and overall System-Wide Self-Care programme as directed.
• Providing quality verbal and written reports as required.
• To be aware of the operating environment for VCO’s in Tameside and Oldham to ensure their services are relevant to local needs and priorities and are the groups is able to take advantage of emerging opportunities.
• To research and provide information on relevant legislation, policies, procedures, funding opportunities and good practice guidance to VCOs.
• To work with the wider Action Together Development Service (and other teams) to ensure that the self-care programme complements our existing offer, and adds value to this; identify joint working opportunities and keep abreast of wider opportunities that can be accessed by the groups you support.
• As a member of Action Together to share responsibility for responding to general enquiries, and providing information for Action Together communications and marketing.
• To represent Action Together as a member of partnership groups as required.
• To deputise for the Self-Care programme manager at meetings where necessary.
• To champion the work of the VCS in Tameside and Oldham, and its role in delivering services.
• To champion the work of the Self-Care programme.

Other duties and requirements

• To work to Action Together’s values and contribute to the charitable objects of Action Together.
• To work as a member of the Action Together team, and to contribute to the development of policy and good practice within Action Together.
• To increase the membership of Action Together and direct our members and partners to additional areas of support from within Action Together (e.g. Development, Partnerships Service and projects) and other sources.
• Where necessary, to undertake standalone projects that further the aims of Action Together and its membership.
• To keep abreast of relevant developments and/or best practice in relation to Action Together’s work and the local operating environment
• To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities and social justice are implemented in all work undertaken on behalf of Action Together. To promote this to other organisations we work with and to help combat discrimination, disadvantage and poverty in Oldham and Tameside.
• To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes Action Together’s aims and policies.
• To be responsible for own health and safety and that of colleagues, in accordance with the Health & Safety at Work Act and relevant EC Directives, including reporting any health and safety hazard immediately it becomes apparent.
• To work in accordance with the Data Protection Act and to ensure all Data Protection issues are reported to the Self-Care Programme Manager AND the Finance Director.