

JOB DESCRIPTION

JOB TITLE	Senior Development Officer NEWCIS
SALARY	National Joint Council for Local Government Services SCP 28 per annum £ 23,708 plus 6% pension contribution Currently subject to job evaluation.
HOURS	37 hours per week
DURATION	Funded to 31 March 2015
EMPLOYER	Denbighshire Voluntary Services Council [NEWVOL]
REPORTING TO	NEWCIS Manager
LOCATION	NEWCIS Flintshire

1 AIM

To manage the day to day running of the project and be the lead Development officer who will work with Senior Managers in NEWCIS, FMHAS , Flintshire County Council, and key partner agencies to develop the new services and monitor the progress of the project.

Success in the post requires a commitment to supporting carers and to working in partnership, to plan and develop new services. Commitment to the full involvement of Carers in this process and to contribute to the outcomes for the Opening Doors for Carers project as agreed with the Big Lottery.

2 MAIN TASKS

2.1 To set up the 'Opening Doors Project' service in line with the Big Lottery People and Places Funding Bid. Overseeing the budget and that all expenditure falls within those set out in this bid.

2.2 To establish appropriate policies and procedures for referrals to the service which comply with best practice and relevant legislation for both volunteers and carers.

- 2.3 To develop the 'Opening Doors' Steering Group and to ensure representation on this group from individuals and organisations interested in, but independent of, the service where appropriate.
- 2.4 To establish and promote a specialised carer service for carers caring for a person with a long term condition.
- 2.5 To develop the new innovative emergency respite break service and carer groups in conjunction with our partners, supported by the NEWCIS Manager.
- 2.6 Ensure the priorities are in line with the outcomes required by the service specification.
- 2.7 Develop strong links with all partners listed in this proposal to promote the 'Opening Doors Project' and make referrals and signpost service users as appropriate.
- 2.8 To help people navigate and access appropriate services, ensuring that they are able to make contact with the right person for help.
- 2.9 Provide one to one support, which may include an assessment of carer needs, to enable greater improvement in independence. This will include home visits.
- 2.10 To co-ordinate and deliver talks and presentations as appropriate.
- 2.11 To ensure that procedures are in place to record and report on essential information accurately including case records, in line with the monitoring and reporting requirements of the service and in accordance with data protection legislation
- 2.12 To ensure that barriers for those who find services difficult to access are actively minimised, providing a welcoming service.
- 2.13 Recruit, train and support carer and past carer volunteers in conjunction with the projects administrator.
- 2.14 Undertake any other duties and responsibility commensurate with the post
-

3 PERSON SPECIFICATION

	Essential	Desirable
3.1 EDUCATION/QUALIFICATIONS		
3.1.1 Education to degree level or equivalent	✓	
3.1.2 NVQ/QCF Level 3 in Social Care	✓	
2 EXPERIENCE		
3.2.1 Significant (minimum of 3 years) experience working with Carers	✓	

3.2.2 Experience of contributing to the development of services	✓	
3.2.3. Experience of consultation with / involvement of Carers	✓	
3.2.4 Experience of social care, housing services, health or voluntary sector working, preferably with Carers	✓	
3.2.5 Experience of using computer based information sources including the internet for information management and retrieval purposes	✓	
3.2.6 Experience in developing working relationships with a wide range of colleagues across all statutory, third and private sector agencies.	✓	
3.2.7 Experience of dealing with and addressing challenging issues.	✓	
3.2.8 Experience of developing and implementing performance management and outcome measures of a project.	✓	
3.2.9 Experience of marketing and promoting a service to a wide range of stakeholders	✓	
3.3 KNOWLEDGE		
3.3.1 Familiar with service planning and development	✓	
3.3.2 Knowledge of structures within Health and Social Care	✓	
3.3.3 Knowledge of one or more of the following areas: 'Good Health' strategy WG Strategy for Carers Carers Measure	✓	
3.4 SKILLS AND ABILITIES		
3.4.1 Ability to lead and motivate a staff team	✓	
3.4.2 Project management and networking skills	✓	
3.4.3 Ability to demonstrate commitment to service improvement and commitment to Carer involvement in the development process Ability to handle difficult situations with tact and firmness	✓	
3.4.4 Ability to work to tight timescales under	✓	

pressure with accuracy and minimum supervision		
3.4.5 Ability to communicate through the medium of English with experience of writing and presenting reports to a variety of audiences	✓	
3.4.6 Ability to communicate through the medium of Welsh.		✓
3.4.7 Ability to lead discussions motivate and participate in a variety of groups as appropriate including inter-agency working.	✓	
3.4.8 Ability to influence a wide range of stakeholders.	✓	
3.4.9 Ability to deliver effective presentations.	✓	
3.5 PERSONAL		
3.5.1 Must have a strong commitment to Carers, be self-motivated and able to work unsupervised	✓	
3.5.2 Excellent interpersonal and organisational skills	✓	
3.5.3 Enthusiastic and self starting – able to manage uncertainties	✓	
3.5.4 Ability to initiate work and provide a constructive, problem solving approach to tasks	✓	
3.5.5 Commitment to lifelong learning and continuous professional development	✓	
3.5.6 Able to attend out of hours meetings and to travel	✓	
3.5.7 Must have access to car.	✓	
3.5.8 Post is subject to an enhanced CRB check	✓	

Employee certification:

I accept that the above job description and person specification will be a true reflection of my duties and responsibilities at NEWCIS.

Signed:..... Date:.....

Countersigned by Line Manager:

I agree I have discussed the job description and person specification with and am satisfied that it accurately describes the duties and responsibilities attached to the post.

Signed:..... Date:.....