



JOB DESCRIPTION

JOB TITLE: Partnership Manager Health and Social Care

HOURS OF WORK: 35 per week

REPORTING TO: Chief Executive / Deputy Chief Executive

SALARY: £27,500 per annum

LOCATION: East Ayrshire

CLOSING DATE: 25th November 2022

<p>Job Description</p>	<p>CVO East Ayrshire have an exciting position for someone with a passion for the third sector and community engagement. This is a challenging and rewarding position working within a friendly, bright, dynamic and growing team.</p> <p>The post holder will be responsible for the delivery of CVO East Ayrshire’s Community Health and Wellbeing programme and through strong leadership, consensus and collaboration further develop and strengthen third sector engagement with East Ayrshire Health and Social Care Partnership. Collating and reporting on monitoring and evaluation information to East Ayrshire Health and Social Care Partnership in relation to third sector outcomes and service delivery funded by the Partnership.</p> <p>Line management responsibility for the Community Connector service. This service is funded by the Health and Social Care Partnership and operates across every GP practice in East Ayrshire and is designed to strengthen links between Primary Care and Community Assets.</p> <p>Attending partnerships meetings and operational groups as required and representing CVO East Ayrshire in a positive manner.</p> <p>Safe delivery of the Community Connector, Community Engagement Worker in line with company policies and procedures.</p> <p>Undertake training as deemed appropriate to your role and apply this knowledge to day-to-day management of service delivery.</p> <p>Working flexibility to ensure effective delivery of services.</p> <p>Applying excellent communication skills with Executive Management, staff, partners and wider stakeholders.</p> <p>Completing internal management reports and attendance at staff meetings as required.</p> <p>Always adhering to code of conduct and confidentiality, being respectful to staff and working cohesively with colleagues.</p>
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	<p>Maintaining full and accurate records and reporting systems in line with company policies and procedures.</p> <p>Undertaking staff supervision and monitor performance.</p> <p>Attending supervision with Executive Management to support personal development and monitoring of performance and service delivery.</p> <p>Working with Executive Management to grow and develop the business.</p> <p>This list is not exhaustive and from time to time you may be required to undertake additional duties in conjunction with CVO's charitable objectives.</p>	
Person Specification	Essential	Desirable
Qualifications	SVQ Level 3 or above in relevant field, e.g. Community Development, Health or Social Care.	Educated to Degree level or equivalent within a relevant field, e.g. Community Development, Health or Social Care.
Knowledge and Experience	<p>Experience in developing and implementing strategic plans for service development maintaining dialog with partner agencies and wider stakeholders.</p> <p>Experience of leading and motivating a team.</p> <p>Knowledge and experience of working within Third Sector and with volunteer involving organisations.</p> <p>Knowledge and experience of working with people who are experiencing complex social and emotional circumstances.</p> <p>Knowledge and experience of working with a wide range of partner agencies across the statutory and third sectors.</p> <p>Strong understanding of the challenges faced by people living in areas of deprivation in relation to living well.</p> <p>Proven and highly effective interpersonal and communication skills.</p> <p>Ability to understand and communicate the organisations values.</p> <p>Strong analytical, critical thinking, and problem-solving skills.</p>	Experience of working within Social Care.
Skills and attributes	<p>A solution-focused approach with non-discriminatory values.</p> <p>Excellent networking and information management skills.</p>	Driving Licence

	<p>IT skills in word processing, spreadsheets, email, internet and social media.</p> <p>Ability to work effectively as part of team and on own initiative, be proactive and work collaboratively with a wide range of people and local organisations.</p> <p>Willingness to undertake any training as directed.</p>	
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To apply please email Fiona.fawdry@cvoea.co.uk or call 01563 574000