

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Spring Community Development Lead
Reporting to (Job Title):	West Spring Team Lead
Grade	£19,669 per annum (FTE £29,110.12 per annum - Grade 6)
Hours of Work:	25 hours per week
Place of Work:	Covering: Brackley & Towcester and Daventry Office: The William and Patricia Venton Centre, York Road, Northampton, NN1 5QJ
SPRING Overview	<p>Age UK Northamptonshire, the employer for this role, is one of the health and voluntary sector organisations that make up the SPRING Partnership.</p> <p>SPRING is a partnership of health and voluntary sector organisations, commissioned by Northamptonshire Health & Care Partnership, to improve the wellbeing of people with long term health conditions in Northamptonshire using social prescribing.</p> <p>We take a person-centred approach and a holistic view towards wellbeing. Our goal is to help people using our social prescribing service take a leap forward in managing their wellbeing and long-term health conditions.</p>
Purpose of Role:	<p>The purpose of the role is to work in an innovative way to grow the number of activities and the number of clients that access SPRING services in the South of the county.</p> <p>The postholder will work to develop and promote these activities widely in a practical way to stakeholders together with staff and volunteers from the Charity.</p> <p>To recruit, select, train and support volunteers so that their involvement is positive, effective and empowering.</p> <p>The postholder is expected to be proactive and to work in the community as well as in the office.</p>
Main Tasks:	<p>The postholder would take a leading role in developing and promoting new opportunities to stakeholders and clients: this will be achieved by making use of the Wellbeing Activation Fund to provide a wider range of activities to more people in the county.</p> <p>The postholder will lead the development of new SPRING activities for Age UK Northamptonshire, growing the number of activities and the coverage of activities across and throughout the south of the county.</p> <p>The role will work proactively with stakeholders and partners to identify and win support for new activities, for example: simple templates for</p>

setting up groups and then with pump priming funding from SPRING helping them to be ongoing and self-sustaining. The postholder will access the many groups that already exist ie Good Neighbour Schemes via Northants Acre or community halls. The extensive use of volunteers to take on running such groups to allow the team to further expand this type of regular social activity across the whole county.

The role will promote positive relationships with our partners and stakeholders: social services, hospitals, GPs, social prescribers (both internal and external) and other partners who support older people in the county.

The postholder will work with the staff and volunteer teams across Age UK Northamptonshire to educate, train and facilitate their knowledge, understanding and confidence to promote the Spring activities for services for the benefit of clients and their families.

To manage a budget with support from the SPRING Lead. The postholder will take a rigorous value for money approach, seeking always to increase take-up and to ensure that costs are covered in relation to any new activities established.

Encourage people who have been connected to community support through social prescribing to volunteer and give their time freely to others, building their skills and confidence and strengthening community resilience.

Support the development of a team of volunteers within your service to provide 'buddying support' for people, starting new groups and finding creative community solutions to local issues.

Encourage people, their families and carers to provide peer support and to do things together, such as setting up new community groups or volunteering.

To carry out other relevant duties as directed by the SPRING team lead.

To work as a valued member of the wider Age UK Northamptonshire team, supporting colleagues and providing advice and perspective to improve decision making and effective delivery generally.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

Person Specification

Job Title: Community Development Lead - Spring	Grade: 6	
Dept. Spring	Date: 17.11.2022	
CRITERIA	D/E*	Assessed by A/I / R **
Qualifications/Training Good general standard of education.	E	A/I
Experience Managing and working in a team Experience of setting and achieving targets Project Development Experience Work with older people Work with volunteers	E E E D D	A/I A/I A/I A/I A/I
Skills, Knowledge & Abilities Ability to work proactively on own initiative Good IT skills including using Microsoft Word, Excel, Outlook Excellent interpersonal skills, Excellent Verbal Communication Skills: Competent written skills and use of monitoring statistics: Group work skills/motivation: Planning and organising skills: Ability to liaise with and access other professional workers: Knowledge of the voluntary sector: Ability to manage and work within a budget Ability to build relationships within the charity and the wider network	E E E E E E E E D E E	A/R A/R A/R A/R A/R A/R A/R A/R A/R A/R
Other Full driving licence and access to a vehicle for business use Willingness to work flexibly with reasonable notice to meet the demands of the business	E E	A/I I
Prepared By: Caroline Gooch	Date: 11.06.2024	
Authorised By: Christopher Duff	Date:	

A = Application Form I = Interview R = References