



valuing people
challenging stigma
transforming lives

JOB DESCRIPTION

Job Title: Community Project Facilitator

Department: Business Development

Accountable To: Building Up Stronger Project Manager

1. JOB SUMMARY

This is an exciting role to work with Imagine Independence on its new Building Up Stronger (BUS) project, funded by the National Lottery and the Department of Culture, Media and Sport for a period of 6 months. A place focused, proof of concept, BUS will bring forward a new, scalable service model fit for the post Covid 19 environment. By focusing on individuals' lived experience of the Covid 19 pandemic and maximising their access to non-clinical VCSE services, BUS will offer sustainable, effective interventions to promote and protect people's well-being, in both the short and longer-term.

The role will support people in the 6 inner-city communities of Liverpool, who have either the potential to develop, or have pre-existing, mental health problems to face the challenges created by Covid 19. The project offers short-term social interventions to build upon and/or restore each individual's assets for health and wellbeing, so that the impact of Covid 19 on their mental wellbeing is minimised. Volunteers will be key to the sustainability and longer-term success of BUS; by recruiting and working with people from the communities in which BUS will operate, the impact made by the project will spread beyond those people who are directly supported by it.

The Community Project Facilitator (CPS) will:

- Engage with individuals referred into the project to produce a bespoke 'BUS' plan to support their recovery.
- Support people to re-engage within their existing community, family and/or social networks so as to deliver their 'BUS' plan, re-establishing and enhancing their social and digital skills in the process.
- Refer individuals onto practical, social and /or educational support to help fulfil their 'BUS' plan.
- Develop a personalised plan for each individual in preparation for any future lockdowns/outbreaks.
- Help to recruit and develop a cohort of volunteers from the communities in which 'BUS' operates to enable the work of the project become more sustainable into the future.

2. LOCATION

The post holder will operate across the city of Liverpool, based at home, adopting agile working.

3. SUPERVISORY RESPONSIBILITY

This post has no direct supervisory responsibilities but there is of course a duty upon all employees to be aware of appropriate service standards and to report any breach of standards to someone in authority.

4. MAIN DUTIES

The post-holder will undertake the following duties, reporting to the Project Manager:

- Use person centred digital planning tools to produce timely, co-produced individualised assessments capturing social and other needs, reflecting each individual's aspirations for the future, including access to short term interventions.
- Maximise the use of community assets to access non- clinical, community- based support, either via digital platforms, or in person using Covid-19 safe adapted spaces.
- Conduct and maintain community mapping and networking, in order to sign post people to local services.
- Actively promote the service to organisations working in the electoral wards of Princes Park; Riverside; Central; Kirkdale; Everton; Kensington; Fairfield; Picton; Norris Green and Anfield, which come into contact with people experiencing mental health problems whose wellbeing has been adversely affected by the Covid 19 pandemic.
- Increase individuals' digital skills and access to the digital environment as a way of promoting inclusion.
- Conduct and keep updated, appropriate risk assessments and risk management plans to support positive risk taking.
- Effectively use the digital project monitoring and evaluation tools with individuals to capture project outcomes.
- Report and contribute to the Project Steering Group.

5. REQUIREMENTS - All employees are expected to:

- Act with integrity at all times and with a professional manner and protect Imagine's reputation.
- Ensure that principles of equity are included in all aspects of their work.
- Always be responsive to the needs of the people using the service.
- Adhere to all Imagine policies and procedures and work within quality standards at all times.
- Comply with safeguarding, health and safety and all other statutory and regulatory requirements.
- Undertake any other tasks, which may be requested from time to time by the organisation.
- Safeguard all organisation property or privileged, intellectual knowledge.
- Meet all targets and objectives as set by and agreed with the line manager.
- Undertake all duties and tasks in an efficient and effective manner resulting in excellent service provision.

6. TRAINING and DEVELOPMENT – All employees are expected to:

- Show a commitment to continuous personal development and participate fully in relevant training and learning.
- Attend and participate in staff meetings.
- Attend and participate in regular supervision and an annual personal review
- Contribute to the learning of other staff

7. EQUAL OPPORTUNITIES

Imagine aims to provide high quality services to enhance the quality of life of people experiencing disadvantage. In order to fulfil this aim, it operates a policy of equal opportunities to ensure that no-one using a service, job applicant, employee, volunteer or carer is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, sexuality, nationality, religion, ethnic or national origin, disability or marital status.

8. CONFIDENTIALITY

In the course of your duties you may have access to confidential information about individuals or about Company business. Under no circumstances must this information be communicated to anyone other than the authorised persons. These may include medical or other professional staff who are involved in the care and treatment of the person. If in doubt refer to the Line Manager

Please note that this job profile may be amended to meet the needs of the service and does not preclude other tasks as directed by the team leader. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld. The job description does not form part of your contract of employment.

Signed _____ Date _____

PERSON SPECIFICATION Community Project Facilitator	Essential/ Desirable	Method of assessment
<p>Qualifications</p> <ol style="list-style-type: none"> 1) Minimum NVQ 3 Social Care or equivalent 2) A minimum Level 2 qualification in English and Maths and good oral skills 3) A qualification in IT or other relevant, digital skills-based competencies 4) Demonstratable experience in a mental health setting (minimum 2 years) 5) Evidence of continued personal development. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Experience</p> <ol style="list-style-type: none"> 1) Substantial experience of working with people who have mental/physical health problems, preferably in a social inclusion service setting 2) Experience of working to maintain high professional standards across a staff team. 3) An understanding of how socio-economic inequalities can create mental health problems that contribute to social exclusion. 4) Experience of developing and maintaining relationships with partners in the community. 5) Experience of encouraging people who rely upon mental health services to access non-clinical, community based VCSE services. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Skills & Abilities</p> <ol style="list-style-type: none"> 1) Excellent communication skills and the ability to liaise effectively at all levels. 2) Ability to problem solve creatively and a positive approach to innovation. 3) Excellent organisational and time management skills. 4) High level digital skills including use of the Microsoft Office suite. 5) High level record keeping skills 6) To develop and sustain empowering relationships with staff and clients 7) Person-centred planning and risk management skills 8) Demonstrable therapeutic/clinical skills that are relevant to addressing these 9) To act calmly in emergencies and respond professionally and responsibly to distress, disturbance and unpredictable and challenging behaviour 10) Ability to undertake training and development 11) Ability to supervise staff 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Personal Attributes</p> <ol style="list-style-type: none"> 1) Excellent interpersonal skills 2) To be committed to the ethos of team-working and be supportive of colleagues and other staff 3) Ability to motivate and encourage 4) A positive approach to feedback 5) Keen to learn. Soaks up as much relevant knowledge and experience 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Interview</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p>

as possible. Adapts to change quickly and co-operatively.	E	
6) A commitment to Imagine's philosophy and organisation objectives	E	Application
7) A commitment to equality, diversity and social inclusion	E	Application/Interview
8) Drive and enthusiasm with a commitment to deliver	E	Interview
9) Belief in the possibility of positive change in, and recovery of people experiencing multiple mental health difficulties leading to a more meaningful life.	E	Application/Interview
10) Commitment to the empowerment of clients in relation to developing sustainable groups	E	Application/Interview
11) A passion for improving the social inclusion of people who have been disproportionately affected by the unseen Covid-19 epidemic of loneliness.	E	Application/Interview
12) A non-judgemental and patient approach.	E	Application/Interview
13) Being an empathetic 'people person' and conveying this to those people you support.	E	Application/Interview
Other Requirements		
1) Willingness to work outside normal office hours on occasionally	E	Interview
2) Compliance with all organisation-wide policies/procedures of Imagine	E	Interview
3) Willingness to undertake a planned programme of training including on-site learning	E	Interview

When completing your application form please bear in mind that short listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification.