



## **Job Description & Person Specification**

### **Hartlepool Community-Led Inclusion Partnership Co-ordinator**

#### **1 Job Purpose**

As a Community Led Inclusion Partnership Co-ordinator you will be the collective voice of people living with long term conditions, disabilities, sensory loss, and their carers' across Hartlepool. You will raise awareness of challenges people face in accessing their community, including education and employment, social opportunities, health, transport, and other accessibility issues. You will work with key stakeholders in addressing concerns to ensure sustainable change are made.

#### **2 Job Roles**

The postholder's foremost priorities are:

- Community engagement – to map and engage with people living with long term conditions, disability, sensory loss, and their carers'
- Establishing working relationships with relevant voluntary & community sector, statutory organisations, and resource-holders
- Co-designing solutions to social exclusion by collaborating with the community & relevant service providers and other relevant organisations
- Celebrating & sharing positives within community life

#### **3 Management & Accountability**

There will be two components to management of the post:

##### **(i) Strategic & Performance Management**

Strategy will be set by CLIP's Steering Group – to which the post-holder, with Hartlepower, will be accountable.

A brief written report of the CLIP Co-ordinator/Hartlepower will be provided periodically to meetings of CLIP.

##### **(ii) Management Arrangements**

Strategic oversight and co-ordination will be provided by the CLIP Steering Group, with Hartlepower supporting with employment and human resources.

#### **5 Employer & Location**

Hartlepower will initially employ the Co-ordinator – the ideal, longer-term goal being for the post to be within a community-led initiative. The postholder will be based within a Community Hub, however most of the co-ordinators time will be spent working within our community.

#### **6 Contractual & Financial**

- Contract and hours – The post will initially be for 18 months – 35 hours per week, worked flexibly according to the necessities of the work
- Salary – £23K per annum. Pension – contributions of 3% of salary will be made to NEST (or another pension provider nominated by the post-holder).

## 7 Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Level 3 qualification in health and social care, community or equivalent</li><li>• Understanding of the models of disability – social, medical, charity etc</li><li>• Excellent communication skills at all levels</li><li>• Critical thinking</li><li>• Excellent verbal, written and communication skills</li><li>• Ability to work effectively both independently and as part of a team</li><li>• Understanding of how systems work within social, health and voluntary sectors</li><li>• Proven work experience as a Project Coordinator, or similar role</li><li>• Problem solving skills</li><li>• Excellent time management</li><li>• Producing reports and delivering presentations</li><li>• Awareness of safeguarding policies and procedures</li><li>• Ability to manage own priorities and work efficiently</li></ul>	<ul style="list-style-type: none"><li>• Lived experience of disability, or Carer role</li><li>• Experience in Microsoft Word, Excel etc and facilitating Teams/Zoom meetings</li><li>• Knowledge of managing social media platforms</li><li>• Experiencing of making grant applications</li></ul>

It is necessary for this post for a submission for a disclosure and barring service, to check any previous criminal convictions.

Ability to travel independently within Hartlepool to meet the needs of the post.

### To Apply

If you are interested in applying for this position please send a covering letter, describing your life & work experience alongside your CV to:

[julianpenton@hartlepower.co.uk](mailto:julianpenton@hartlepower.co.uk) and [julisimons@hartlepower.co.uk](mailto:julisimons@hartlepower.co.uk)

**Closing Date: Sunday 21st March 2021**