# Application pack:

Community Health Engagement and Research Lead - Worcestershire VCSE Alliance

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**Background and introduction**

Thank you for your interest in the post of Community Health Engagement and Research Lead. This role is to lead the work of the new Community-Led Health Research and Prioritisation Project in Worcestershire. This is a Herefordshire and Worcestershire wide project, with the VCSE Alliance responsible for Worcestershire delivery (there is an equivalent role in Herefordshire).

As the VCSE Alliance is not yet a legal body, the successful applicant will be employed/hosted by Young Solutions Worcestershire, a key partner.

This project is focussed on largely under-researched communities in Worcestershire with dispersed and diverse populations including those that are seldom heard. The geographical remoteness in parts of the county combined with poor public transport, and sparse high-speed broadband and mobile network coverage makes accessing healthcare and/or virtual appointments challenging. In turn, this impacts negatively upon engagement and participation in research.

The project is funded by the Clinical Research Network West Midlands (CRN WM) which is a network within the National Institute for Health and Care Research (NIHR). Working with VCSE partners, the project aims to engage with communities about research, thus building a sustainable model for continued conversations, integration, and feedback, which will iteratively inform future research strategies across the Integrated Care System (ICS).

**Overall Purpose of the Role**

The purpose of the role is to maximise opportunities for people to participate in health and social care research within a diverse and rural Integrated Care System (ICS) through collaboration with Voluntary, Community and Social Enterprise (VCSE) partners.

This will bring research to underserved communities, increasing local engagement, equality, diversity, and inclusion. In turn, we will be able to inform researchers as to the most needed studies in our region and advise how best to engage with our communities. This collaborative approach will both embed and sustain a culture for research across the ICS.

**Application process**

The closing date for applications is 5pm on Monday 25th September. We intend to hold interviews w/c 2nd October. This process will include a short task/presentation and a face-to-face interview with a small panel.

Applications for all posts should be sent by email to**:** [**kay@worcsalliance.org**](mailto:kay@worcsalliance.org)

A start date in November or December would be ideal.

We are required to see a passport or other original statutory documentation to prove you have a legal right to work in this country. We will also need to see original certificates of all relevant qualifications that you hold.

# Main terms and conditions

**Salary:** £32,000 pro-rata (£19,200)

**Hours** 22.5 hours per week, flexible between Monday and Friday - 9am and 5.30pm. Occasional evening and weekend meetings may need to be attended.

**Location:** Mobile working with travel across Worcestershire. Office work can be carried out either at home or at Young Solutions, Severn House, 32 Ombersley Street West, Droitwich WR9 8QZ

**Leave:** 25 days per annum pro rata

**Expenses:** Authorised travel, basic subsistence when working away from base and other expenses will be reimbursed according to guidelines and rates set by the Employer.

**Transport:** You will need access to a vehicle for this role. Mileage associated with the role will be reimbursed at rates set by the employer. Insurance for business use is essential for this role.

**Duration:** This post will be a one-year contract initially.

**Job description**

**Job Title:** Community Health Engagement and Research Lead - Worcestershire VCSE Alliance

**Job summary**

* The successful candidate will be passionate about maximising opportunities to engage with and learn from under-served communities in our region about barriers communities experience in relation to health and care research, and/or access to healthcare provision in general.
* The role will require strong communication and engagement skills, to establish respectful and trusted relationships with communities.
* The Community Health Engagement and Research Lead will support community members to develop evaluation skills and will facilitate in the identification of ideas relating to health and care research, and/or health inequality topics.
* The role requires project management skills; being able to manage completing priorities, work autonomously as well as part of team.
* The role also requires the successful candidate to be flexible in their hours of work to ensure the needs of the project are met.

**Duties and Responsibilities**

**Engagement, Research and Evaluation**

* Lead, support and empower people to be involved in the project and facilitate the co-production and of key outputs of the project, using a collaborative approach.
* Lead the development of a range of engagement and information-gathering methods including but not limited to surveys, focus groups, and other creative methods.
* Establish supportive and respectful relationships with communities, always maintaining professional boundaries and clear, appropriate communication.
* Support community members to develop their evaluation knowledge and skills and support them in the generation of ideas relating to health and care research and/or identification of health inequality topics.
* Work with the Core Project Group members, and the VCSE Strategic Lead for Worcestershire to support development and implementation of the project.
* Identify VCSE organisations working with communities of interest.
* Gain an understanding to any potential barriers to engagement and how these could be overcome.
* Prepare summary reports/up-dates for the Core Project Group, District Collaborative and Community Network meetings when needed, updating committees on the progress and findings of the project.
* Work with colleagues to produce action plans to support the development of ongoing project work.
* Inform and support people to understand the benefits of health research.
* Champion accessibility to ensure all voices are heard and acted on.
* Attend other key meetings, as and when required.

**General**

* Promote and support the development of the VCSE Alliance, and a community-led approach to research engagement.
* Manage all aspects of the work programme to a high standard.
* Provide monthly insight reports to the VCSE Strategic Lead, and the Core Project Group.
* Work in a flexible manner to meet the needs of the programme of work.
* Report concerns effectively to the line manager.
* Any other tasks commensurate with the salary.
* Be willing to work evenings and weekends, as required.

**In addition, it is expected that the post holder will:**

* Work within the VCSE Alliance stated principles and values, adhering at all times to organisational policies, procedures and guidelines
* Demonstrate a commitment to equal opportunities, social inclusion, and individual empowerment, carrying out duties in a non-discriminatory way and promote equity of access and experience
* Show a commitment to personal, professional, and organisational development.
* Contribute to organisational promotional and networking activities.
* Work flexibly and co-operatively with colleagues to support the needs of the Alliance.
* Always demonstrate positive role modelling and champion best practice.

While the job description provides the main duties and responsibilities for the position, it is not definitive, and employees are expected to carry out any additional duties compatible with their skills and abilities. The above may be subject to change and alteration from time to time with the prior agreement of the job holder.

Signed: ………………………………………………....

Date: .......................................................................

Print Name: …………………………………………………...

**Person Specification**

This list will be used to assess all candidates to decide who will be short listed and after interview, who will be offered the job. It is important that you take this into account when you complete your application form.

**These requirements are subject to reasonable adjustments where applicants fall within the Disability Discrimination Act and declare this in their application.**

Person specification

|  |  |  |
| --- | --- | --- |
| Description | | How this will be assessed |
| Essential | Strong research and evaluation skills | Application form/interview |
| Excellent verbal and written communication skills |
| Critical and analytical thinking skills |
| Ability to identify and translate insights, data, information including being able to spot a good story |
| Experience of working in a community engagement role |
| Strong interpersonal skills and the ability to build effective relationships |
| Committed to implementing equal opportunities and promoting diversity |
| A non-judgemental, ethical approach to working with all sections of the community |
| IT literate with experience of using MS Office |
| Ability to work on own initiative whilst being a good team member |
| Good attention to detail |
| Strong report writing skills |
| Desirable | Knowledge of the health and wellbeing agenda | Application form/interview |
| Ability to manage, evaluate and develop your own practice and adapt it to meet changes in your area of work |
| Willingness to work evening/weekend if required |
| Education | Good standard of general education | Application form/interview |
| Degree level qualification or equivalent training or experience in one or both of the following:   * Research and evaluation * Critical and analytical thinking |

|  |
| --- |
| **Other Requirements and Personal Attributes**  **Essential**   * Creative, lateral thinker * Strong personal boundaries and resilience * Positive outlook, seeing opportunities * Sees potential in people/situations * Enthusiastic, passionate and driven * Encouraging, supportive and caring * Committed to principles of equality and social justice * Able to travel throughout the counties of Worcestershire and Herefordshire * Access to own transport |

**Application form**

# We would prefer to receive this application by email, and typed rather than handwritten.

# If you are able to do this please only use the spaces provided using the existing format, as the boxes will expand to compensate. Do not attach additional sheets.

# If you need to handwrite the application please only attach additional pages if more space is required to answer the questions, and in the same format as the questions you are answering.

# Other documents should not be included, as these will not be considered, unless specifically requested as part of a question. Please do not attach a CV.

Email applications should be returned to: kay@worcsalliance.org

Paper applications should be returned to: Young Solutions in Droitwich, Severn House, 32 Ombersley Street West, Droitwich WR9 8QZ

The closing date is 5pm on Monday 25th September

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Title (Mr, Ms, Mrs, Miss, Mx, other) | |
| First name(s): | |
| Surname: | |
| Address (including Post Code): | |
| Tel: (day) | Tel: (evening) |
| Email: | |
| If appointed when could you start work? | |
| How did you hear about this vacancy? | |
| Is there any information that you wish to tell us about before we undertake a DBS check that may appear on the disclosure? YES/NO  *If yes please detail on a separate letter* | |

## EDUCATION & QUALIFICATIONS

## Education *This box will expand if you fill it*

|  |  |  |
| --- | --- | --- |
| **DATE**  **FROM/TO** | **Name of SCHOOL/COLLEGE/ UNIVERSITY or EDUCATIONAL ESTABLISHMENT** | **EXAMS TAKEN, BEING STUDIED FOR, OTHER QUALIFICATIONS** |
|  |  |  |
| Do you have a full clean driving licence? YES/NO  Do you have access to a vehicle? YES/NO | | |

## Professional Development

Please list other training courses completed which are relevant to the post (as set out in the Person Specification):

|  |  |  |
| --- | --- | --- |
| **DATE** | **PROVIDER** | **COURSE/EXPERIENCE** |
|  |  |  |

**Current membership of professional organisations**:

|  |  |
| --- | --- |
| **DATE** | **MEMBERSHIPS (including grade if relevant)** |
|  |  |

**EMPLOYMENT**

Please give dates and details of your employment history starting with your current or most recent job. Where you have a break in employment, please give dates and details of what you did during that break. Please provide a full postal address (with postcode) for all employers.

References will be taken, but no approach will be made to your current employer without permission before a (conditional) offer of employment has been made and accepted by you.

## Previous/Current Employment

Please give details of your present or most recent employment.

|  |  |  |
| --- | --- | --- |
| Employer: | | |
| Employer’s address: | | |
| Your job title: | | Hours employed per week: |
| Date appointed: | Date left: (if applicable) | |
| Salary: | Notice due: | |
| Reason for leaving or seeking other employment: | | |
| Please give details of your role including your duties and responsibilities | | |

Please list and describe your previous jobs.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES**  **FROM/TO** | **EMPLOYER INCLUDING**  **ADDRESS** | **POST TITLE AND DUTIES** | **REASON FOR LEAVING** |
|  |  |  |  |

**KNOWLEDGE, SKILLS, EXPERIENCE AND ACHIEVEMENTS**

Please review the Job Description and Person Specification and detail how you believe you meet the requirements of the role. (NB this information will be used for shortlisting.) Please give examples to demonstrate the statements you make. As a guide this section is often 500-700 words. It should not exceed 1000 words.

|  |
| --- |
|  |

## Other Interests

What are your hobbies and interests and what activities do you participate in?

|  |
| --- |
|  |

**Why do you think you are the best person for this post?**

|  |
| --- |
|  |

## REFEREES

This should ideally include a recent employer and should not include relatives.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
| Position: | Position: |
| Address: | Address: |
| Tel: | Tel: |
| How does this referee know you? | How does this referee know you? |
| May we contact this referee now? YES/NO | May we contact this referee now? YES/NO |

**Immigration Act 2016**

Please note that all applicants will be required to evidence their eligibility to work in the UK

Do you have the right to work in the UK? Yes / No

Please advise of any restrictions to your right to work in the UK:

**Declaration:**

I confirm that the information provided is accurate and has been completed by me. I accept that deliberately falsifying or omitting information will disqualify my application, or, if after appointment, could constitute grounds for dismissal. I undertake to inform Young Solutions Worcestershire of any changes to the information provided.

I understand that any offer of employment is conditional upon Young Solutions Worcestershire’s receipt of satisfactory references and an Enhanced DBS check.

**Signed: Date:**

We are committed to providing people with disabilities an opportunity to compete fairly for jobs and to consider what adjustments might need to be made to enable them to carry out their job related activities. The company is committed to fair selection practice, and in order to help you, please answer the following questions. **These answers will not be considered during the shortlisting process.**

1. **Do you consider yourself to have a disability?** YES / NO\* (*delete as appropriate)*
2. **In applying for the post, would the company need to make any adjustments in order to enable you to attend for interview?** YES / NO\* (*delete as appropriate)*

If yes, please give details:

1. **If offered employment with the company, would the company need to make any adjustments to enable you to undertake your role?** YES / NO\*

If yes, please give details:

# EQUAL OPPORTUNITIES & RECRUITMENT MONITORING

Young Solutions strives to be an equal opportunities employer. This means that all applicants for jobs will receive equal treatment irrespective of their gender, disability, and race. To ensure the effectiveness of the policy and to assist in its development, Young Solutions monitors all applicants for employment.

We would be grateful if you could complete the section below, which will be treated as confidential and will play no part in the shortlisting or appointment.

**Post applied for:**

**1. I identify my gender as:**  Male Female Trans Other\_\_\_\_\_\_ Prefer not to say

**2. What is your age group?** 16 – 25 26-35 36-45 46-55 over 55 (please tick/mark X)

**3. Ethnic origin**

I would describe my ethnic origin as (please circle)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***White*** | ***Mixed*** | ***Asian or***  ***Asian British*** | ***Black or***  ***Black British*** | ***Other Ethnic*** |
| British | White & Black Caribbean | Pakistani | Caribbean | Chinese |
| Irish | White & Black African | Bangladeshi | African |  |
|  | White & Asian | Indian |  |  |
| Other White | Other mixed | Other Asian | Other Black | Other |

Please tell us if we have not included a group that you feel should be available to select.