



## **JOB DESCRIPTION**

**Job Title:** Community NetWorker – Health & Social Care

**Grade:** APT&C Scale Points 26 – 31

**Hours:** 36 per week

**Period of Contract:** subject to ongoing availability of funding

**Office Base:** St Michael's Court, Stamford Street, Ashton under Lyne

**Employer:** Tameside 3rd Sector Coalition (T3SC)

**Responsible to:** Team Leader – Health and Social Care

**Responsible for:** no other staff

**Main Contacts:** Staff, volunteers and Committee members of small health/self-help groups in Tameside ; T3SC staff and Board Members; Officers and Members of Tameside MBC and Tameside & Glossop PCT; staff of other statutory agencies; staff of regional and national networks and agencies

**Main Purpose of Job:** Working within the Health & Social Care Team, to lead on the continued growth and development of the Tameside Health Network and to provide support to health and support groups to raise their profile, and increase their capacity to influence service delivery locally.

### **Main Tasks**

#### **Health Networks**

1. To reach out and work creatively with groups and services with the aim of involving a wider range of people in the health network and joint commissioning structures
2. To maintain a database of contacts for the health network
3. To organise and service meetings of the health network
4. To ensure that network reps are appropriately elected, and provided with necessary training/support
5. To liaise with Tameside MBC, Tameside and Glossop PCT and other agencies, and to further develop opportunities for partnership working with them
6. To develop and implement a joint marketing strategy which ensures that appropriate information about the network and its groups is made widely available
7. To widen voluntary and community sector participation and influence in the health & social care agenda, through a range of means, including promotion and dissemination of information
8. To provide policy briefings for the network and wider voluntary and community groups in Tameside to Improve access to information about health services and issues

### **Disability Networking**

9. To liaise with statutory sector workers to develop a Standing Conference of disabled people in Tameside
10. To ensure that the Standing Conference is supported, consulted and engaged in opportunities to influence issues affecting the quality of life for disabled people in Tameside

### **Support to Individual Groups**

11. To identify support needs of potential health and social care/health improvement providers from the third sector and signpost them towards appropriate sources of support (quality assurance, tendering etc).
12. To encourage groups to work collaboratively in order to secure more effective services for their users
13. To Involve and engage Voluntary and Community Sector Organisations in Health and Social Care Events in Tameside

### **Working with the Health and Social Care Joint Planning and Commissioning Structures**

14. To arrange and support appropriate community and interest group representation on groups within the current joint planning structure
15. To participate at events and meetings to raise the profile of the Health Network, T3SC, Voluntary and Community and Organisations across Tameside
16. Supporting and planning larger scale consultation exercises on health and well-being (e.g. strategic needs assessments/White Paper consultations), in order to help set the future agenda for the Council, the NHS and integrated services

### **Monitoring & Reporting**

17. To ensure that the work is recorded and monitored, and to provide verbal and written reports as required

### **T3SC Team**

18. To work as a member of T3SC team, to support the overall work of T3SC and to contribute to the development of policy and good practice within T3SC
19. To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities are implemented in all work undertaken on behalf of T3SC
20. To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes T3SC's aims and policies.