

## **JOB DESCRIPTION – GRADE 4**

**Fixed term contract to 31 July 2020**

### **Job Title**

Development Worker (Adult Health and Wellbeing) – 28 hours per week (4 days/0.8FTE) flexible

### **Accountability**

The Development Worker (Adult Health and Wellbeing) will be jointly managed by the Senior Development Officer (Adult Health and Wellbeing) and Senior Development Officer (Older People's Services) and through them accountable to EVOC's Senior Management Team and the EVOC Management Board.

### **EVOC Context**

Edinburgh Voluntary Organisations' Council's (EVOC) purpose is to support, promote, develop and represent the third sector. We play a key role in supporting pioneering, new and innovative ways of working for third sector organisations and community groups that work in Edinburgh. EVOC actively promotes, participates in and contributes to partnership working between the voluntary, public, private and community sectors at a local and national level.

EVOC has set 5 strategic objectives 2016-19. These objectives will be central to all potential developments, team and individual work plans.

1. Consulting, supporting and representing the sector
2. Building the capacity of and developing the sector
3. Developing partnership approaches, principles and practice
4. Providing improved services by supporting and developing our people
5. Being a high quality, effective and developing organisation

### **Engagement with Adult Health & Social Care - Context**

Adult health and social care is a core area of work for EVOC and this post plays a specific key role at a time of significant change in public services. The third sector in Edinburgh currently has an opportunity to take a more active role in public service design and delivery, with Third Sector Interfaces (TSIs such as EVOC across Scotland) as conduits which bring new intelligence into planning and commissioning, promote localism and offer better value.

The health and social care team at EVOC provides information and support to the organisations and groups delivering care or preventative activities as the integration of health and care services steps up pace and alternative procurement methodologies are explored, among other things. EVOC employs complementary staff that focus on mental health and wellbeing, disabilities, drugs and alcohol, and older people's services.

Through the team the post holder will organise/support the development of Community Led Support, deploying a model of [Asset Based Community Development](#). He/she will lead on delivery of an engagement programme which will support improved collaboration between the third, independent & statutory sectors and community members; to promote the interests of the sector and keep the sector up to date with new developments and emerging issues.

## **Job Role**

Working with the health and social care team, the Development Worker shall contribute to the development and delivery of the first phase of a multi-disciplinary, mixed model of preventative health, earlier intervention, social support and reablement which will integrate elements of the Community Led Support and Asset Based Community Development models to identify and deliver a number of test sites across Edinburgh. These sites will provide the opportunity for third, independent and statutory sector services to come together around the [‘Three Conversations’ model](#) to deliver the aspirations of the incoming [Edinburgh Health and Social Care Partnership Strategic Plan](#).

This will involve detailed engagement with citizens, local businesses, community & third sector providers, and faith groups to fully understand the aspirations of the local community and to support one another to develop those aspirations, support communities to increase resilience and develop new ways to access, design, deliver and manage investment for activity to support local and individual need.

This first phase of the work will inform wider development across the city, as such this will rely heavily upon evaluation and action-research and require a high degree of flexibility.

## **Main responsibilities**

- Create, develop and sustain positive relationships with individuals and organisations;
- Facilitate communication and encourage ideas development, service modernisation and partnership working between and amongst third sector organisations and our statutory, independent sector colleagues; faith groups, citizens and other interested stakeholders;
- With Senior Development Officers, leaders within the third sector and key officers within Edinburgh Health and Social Care Partnership, support the development of a series of ‘One Stop Shop’ sites across Edinburgh utilising the Community Led Support and Asset Based Community Development models;
- Develop and deliver a clear communication strategy for the programme;
- With Senior Development Officers and supported by a number of sessional workers, design and deliver a focussed programme of engagement with community members to inform development of the Community Led Support model;
- With Senior Development Officers and colleagues from Edinburgh Health and Social Care Partnership, support third sector providers to come together to explore and deliver a collaborative model of investment;

- Design, implementation and analysis of data from a programme of action-research, to inform project design and improvement, including analysis of population level, consultation and outcome-focussed evaluation data;
- Contribute to the wider adult health and wellbeing work within EVOC and with statutory sector partners, including representing third sector interests on multi-agency groups;
- Through regular liaison with the wider EVOC team, ensure that voluntary and community organisations are kept up to date with relevant developments in legislation, regulation, policy and funding and encourage them to respond appropriately;
- Through regular liaison with the wider EVOC team, contribute to the collection, collation and development of accurate, current and relevant resources, information and materials to support the work of EVOC and enable reporting;
- Volunteer recruitment and management.

### **Knowledge and skills**

- An understanding and knowledge of community development theory, principles, policy and practice and the role of the third sector;
- Knowledge of adult health and social care issues, including transitions for young people;
- Communication, engagement and presentation skills (reports, meeting management, presentations, etc.)
- Collaboration, engagement and partnership skills;
- Team building and team working skills;
- Familiarity with research methodologies and use of standard software tools (e.g. SPSS);
- Facilitation and mediation skills;
- Planning and work management skills;
- Evaluation skills;
- IT literacy, including use of standard packages (e.g. Microsoft Office), comms tools (e.g. Twitter, Mailchimp) and ability to self-administrate;
- Volunteer recruitment and management skills.

Posts at EVOC are graded within a Competency Framework (attached/enclosed) which outlines the degree to which each of the above skills will be applied at the workplace and in the field. This Framework gives the context to the role, the level of responsibility, behaviours and project delivery methodology for successful project outcomes.