

**LACVS - LOCAL Lancashire**

 **Place Co-ordinator –**

Salary: £18,476 (Full Time Equivalent Salary = £27,344)

Hours: 25 hours per week

Location: Ability to work across Lancashire – but having a base within one of the member organisations – which are based in Blackpool, Blackburn, Burnley, Great Harwood, Lancaster, Preston and Skelmersdale.

Reporting to: The LACVS Project Co-ordinator

Responsible For: No staff, but potentially local volunteers.

**Purpose**

To play a key role in LACVS’s delivery of LOCAL Lancashire Project and delivery against the Lancashire LOCAL Impact Statement and the development and implementation of the VCFSE Sector Manifesto across the Lancashire subregion.

Your work for the Project and the implementation of the Manifesto will support the VCFSE sector’s role and influence in the sub-region.

This includes:

* the involvement of the VCFSE sector as an equal partner with public and other sectors (in a way that suits them) and engaging with the VCFSE Sector to create opportunities to co-design work, level investment into the VCFSE sector and achieving positive impact for local people
* enabling the diverse VCFSE sector to play a full and active role in achieving positive change within local communities
* developing new or enhancing existing local place based networks and partnership solutions across the sub-region’s 14 Districts
* developing mechanisms to ensure the VCFSE sector’s knowledge, expertise and understanding - including of communities and their needs – is harnessed to contribute to wider policy/strategies in health and social care, environment, economic development, skills and employment, community safety, etc.
* the promotion of open, inclusive, accountable and values based practice that recognises the value and contribution of the VCFSE sector and community voices in their diversity.

You will bring a partnership and co-design approach to your work with LACVS members with Project provision that avoids duplication, supports existing activities and helps fill gaps in infrastructure services including geographical.

**Duties**

1. To work as a member of the LOCAL Project Team and contribute to the implementation of the Project Delivery Plan and achievement of Project outcomes, working across Lancashire as directed by the Project Co-ordinator.
2. To promote and support the contribution of LACVS members and infrastructure provision to the Manifesto’s aims.
3. To contribute to the collection of Project monitoring and impact measurement information, qualitative data and feedback from the sector and communities and production of reports for the funder and LACVS Board.
4. To contribute to the forming and support of forums that bring funders, the VCFSE sector and communities together.
5. To contribute to Project campaigning in support of:
* the Manifesto’s 9 action areas
* the VCFSE sector and the communities it serves.
1. To support the VCFSE sector’s involvement in the place based partnerships*:*

Lancashire (3 sub delivery group areas), Blackpool and Blackburn.

1. supporting local networks, forums and events at hyper local, local, district, cross- district and sub-regional as needed
2. collaborating on cross boundary work
3. carrying out follow up actions including workstreams and projects.
4. To support the development of transparency and accountability in VCFSE sector engagement in partnership structures and ensure the effective flow of information to and from partnerships and the VCFSE sector - including contributing to regular LACVS bulletins and communications.
5. To act as a channel of communication for the gathering and dissemination of information and evidence on the work of the infrastructure bodies and VCFSE sector across the sub-region.
6. To work positively and proactively with partners across sectors including VCFSE, health and local authorities, VCFSE Alliance, Assembly and others.
7. To support the VCFSE sector in its learning through the Project and promotion of development opportunities.
8. To support reflective evaluation in work with the VCFSE sector to enable

 the development of a strong vision for health and wellbeing.

1. Any other work as directed by the Project Co-ordinator.

**Person Specification**

All attributes essential unless marked with D (for Desirable)

**Skills and Abilities**

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| **1. Good communication skills** including oral, ability to write clearly, logically and succinctly  |
| **2. Organisational and time management skills,** ability to work to **tight deadlines** and under pressure  |
| **3. Computer literate** and proficient in Microsoft Office programmes  |
| **4. Interpersonal skills,** able to work with a wide range of orgnaisations and communities, including in community settings  |
| **5.** Ability to **work as part of** **a team**  |
| **6. Marketing and communications skills D** |

**Education and Knowledge**

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| **7**. Good standard of education and excellent report writing |
| **8**. Knowledge of **fundraising and income generation**  |
| **9**. Knowledge of **the issues and chat the VCFSE sector addresses**  |
| **10. Knowledge of Lancashire** its challenges and strengths **D** |

 **Experience**

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| **11. Relevant experience of infrastructure work** in the VCFSE sector including running forums and engagement work with VCFSE sector groups  |
| **12. Partnership working**  |
| **13.** Developing, supporting and/or implementing **strategies and plans**  |
| **14. Monitoring, outcomes measurement** and reporting  |

**Other**

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| **15.** Commitment to **equality, diversity and inclusion**  |
| **16.** Driving licence or ability to **travel** independently  |
| **17. Problem solving approach** to work and challenges  |
| **18. Flexible approach** to working hours and job tasks. |