

JOB DESCRIPTION

COVID-19 Community Health Programme Coordinator

JOB TITLE: COVID-19 Community Health Programme Coordinator

RESPONSIBLE TO: Business Development Lead

RESPONSIBLE FOR: Leading a targeted COVID-19 community health programme; working in partnership with local communities, public health colleagues and wider health and community sectors across Merseyside.

HOURS OF WORK: 35 hours per week Monday to Friday with some exceptions; this will be agreed in advance.

SALARY: 26000 per annum

CONTRACT: Fixed Term 12 months

LOCATION: Office base 151 Dale St, Liverpool

Purpose of the Role

This position is a unique opportunity to develop and deliver a targeted COVID-19 community health programme; working in partnership with local communities, public health colleagues and the wider health and community sectors across Merseyside. The community health programme will identify, engage and support people from BAME communities who are shown to be disproportionately at risk from the effects of COVID-19; enabling them to follow safer behaviours, reduce the impact of the virus on themselves and those around them, including increasing access to COVID-19 testing, vaccinations and support services.

The role actively promotes a community asset based approach, developing community strengths and skills as tools to create lasting and effective change. Utilising community assets to plan and deliver health, wellbeing and other activities as identified. The role will identify, nurture and mobilise community strengths, generate meaningful connections and social capital in order to achieve co-production, self-efficacy, empowerment and improved wellbeing and resilience

Responsibilities:

- Lead the COVID-19 Community Health Programme at Irish Community Care; with responsibility for community engagement, health promotion and programme monitoring and evaluation
- Identify, engage and support Irish, Irish Traveller and Gypsy Traveller communities in particular and wider BAME and minority communities; improving knowledge about and impact of COVID-19 and build confidence as we emerge from lockdown restrictions
- Promote key public health messages around COVID-19 and ensure that communities understand and are supported to follow these and reduce the impact of the virus on themselves and others

- Improve the take up of the vaccination programme; through clear information; dispelling myths and allaying fears
- Engage people experiencing serious mental illness and those for whom mental health impacts on their daily lives; to improve take up of COVID-19 vaccination and annual health checks and refer to appropriate agencies if required
- Develop-and strengthen relationships with GP practices and health services and networks to enhance experiences of BAME and minority communities
- Work with other agencies and organisations to support people and provide advice and information for those who are required to isolate
- Develop creative ways to engage target audiences; utilising technology and social media to create meaningful, clear and targeted information.
- Ensuring all COVID-19 health updates and information are accessible, taking into consideration community members with varied levels of communication and literacy skills.
- Identify and address particular trends, barriers and concerns as part of the ongoing development of the programme; raising on appropriate agendas to effect change
- Ensure a flexible and responsive approach to the needs of the wider COVID-19 Community Champion Network
- Provide direct line management and support for staff across the programme and undertake appraisals and supervision
- Establish and embed systems to monitor and evaluate project outcomes in line with targets and budget
- Report to funders as required
- Build sustainability through relationships with commissioners, funders and mainstream providers.
- Promote the importance of commercial and financial awareness; working at all times in an efficient and cost effective way considering budgets and financial constraints at all times
- Take responsibility to research and promote new funding opportunities for the organisation; sharing and developing new ideas that contribute to the sustainability and development of ICC
- Develop innovative ways to raise funds for the organisation and undertake at least one fundraising initiative/challenge each year for ICC

General Responsibilities:

- Promote and take forward the strategic vision of ICC
- Embrace IT and wider technology to improve efficiency
- Develop and maintain relationships with key stakeholders
- Work flexibly as required to deliver services, activities and new initiatives in line with business need
- Ensure services delivered in in compliance with Quality Standards
- Be an ambassador for ICC, professionally and positively representing the organisation at all times
- Ensure ICC maintains a high profile in all aspects of engagement and promotion

- Manage and maintain ICC's social media and web-based platforms in relation to this area of work and in a wider context for ICC, underpinned by an effective communications strategy. Support colleagues, students and volunteers
- Identify and address particular trends and concerns as part of the ongoing development of the programme and the work of the organisation
- Develop and maintain relationships with key stakeholders
- Maintain accurate and up to date records of all areas of work updating all records within 24 hours
- Monitor progress of work against agreed targets
- Present clear reports and summaries as requested to include board papers as requested by the Director
- Attend and participate in team meetings as per organisation standards
- Participate and engage in supervision and appraisal and avail of appropriate networking and training opportunities for personal and professional development
- Be accountable and work within the agency's policies and procedures e.g. Equality, Diversity and Inclusion, Human Rights, Confidentiality, Safeguarding, Data Protection, Health and Safety (Full details supplied in Staff Handbook).
- It is the nature of the work at ICC that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way, when the occasion arises, when tasks not specifically covered in their job have to be undertaken

PERSON SPECIFICATION

COVID – 19 Community Health Programme Coordinator

CRITERIA	ESSENTIAL	ASSESSMENT
Education	Relevant Degree or equivalent AND/OR proven experience in project co-ordination and management	Application (A) / Interview (I)
Work Experience (paid work or volunteering)	Direct experience of working with people & communities and working collaboratively to help people to have positive experiences and to really thrive	A & I
	Proven project management experience including planning, delivering, monitoring and evaluating projects	A & I
	Experience of managing staff	A & I
	Experience of recruiting, inducting and managing volunteers	A & I
	Experience of networking and building effective partnerships	A & I
	Experience and understanding of Safeguarding	A & I
	Experience of fundraising and working with funding bodies	A & I
Skills / Knowledge/ Abilities	Understand marginalisation & the particular experiences of Irish, Irish Traveller and Gypsy Traveller communities	A & I
	Understanding and commitment to Asset Based	

	Community Development	A & I
	Understanding of the public health agenda and Covid-19	A & I
	Understanding the importance of business planning and how each role / activity contributes to the strategic objectives of an organisation	A & I
	Empathic and responsible individual with proven ability to lead, engage and motivate people	A & I
	Ability to lead, manage and embed change	A & I
	Knowledge of Statutory and Voluntary Community & Faith services	A & I
	Able to form strong and appropriate relationships, demonstrating excellent communication skills at all levels	A & I
	Highly proficient in use of IT and all systems provided including all Microsoft packages and Social Media	A & I
	Excellent recording & reporting skills	A & I
	Excellent Time Management and ability to work proactively and prioritise to meet tight deadlines	A & I
	Excellent written, verbal and influencing communication skills	I
	Ability to build strong and effective professional relationships with stakeholders internally and externally and including senior colleagues across range of disciplines	I
	Excellent problem solving and lateral thinking	I
	Enthusiastic, positive and flexible with high expectations of self and others	I
	Understanding of Health & Safety, Equality, Diversity and Inclusion, Human Rights, GDPR.	I
Other	Willingness to work flexibly in terms of both hours and location including evenings and weekends by prior agreement	I
	Commitment to personal and professional development	I

