

PORTSMOUTH DIOCESAN COUNCIL FOR SOCIAL RESPONSIBILITY

Leader Good Neighbours Network (GNN)

Introduction

Good Neighbours in Hampshire and Portsmouth is a network made up of approximately 120 independent local good neighbour schemes which undertake simple non-nursing tasks such as taking people to health appointments, befriending those who are lonely, and in some cases simple DIY tasks (e.g. changing a light bulb). Each group, being independent and knowing best its own community, decides for itself what its priorities should be and the level of work that can be managed. Groups are usually volunteer led and run which keeps costs low.

The Network Hub which supports these groups is run by a partnership consisting of the three Anglican dioceses of Portsmouth, Winchester and Guildford that cover the county of Hampshire and city of Portsmouth. The work is funded by Hampshire County Council, Portsmouth City Council and the NHS, and enables us to support groups, as well as set up new ones, and help them to run safely, confidently and effectively, with access to advice and support as necessary. Understanding the nature of volunteers, volunteer groups, winning them over to improved ways of working, encouraging them and helping with recruitment of more volunteers is a key element of the work as is setting up new groups. Our approach to facilitate people locally to set up groups themselves, rather than for us to set them up directly so skills in volunteer recruitment and motivation are essential.

The GNN Hub, which we run, supplies groups with free advice, free DBS checks, free insurance, free training (some via e-learning) and opportunities to meet peers from other groups for mutual collaboration and learning, often in regular resource cafés held around the county. Currently, there are 12 regular Resource Café meetings that happen over three cycles throughout the year across the county. They are an essential component of the Network and provide a place to which all the groups can bring their queries, access training and network with other groups for mutual support. There is an annual Network Event, usually in April, to be organised each year. Some liaison with other agencies is involved.

We are looking for a dynamic, organised and talented individual to lead the Network Hub, who has significant experience of leading a team, working with volunteers, along with expertise in safeguarding, charitable governance and databases. This person will be the central point of contact for the groups, a small GN team of Network Advisers, and work with the GN Communications / PR adviser, and the Director of Social Enterprise and Engagement who manages the overall funding agreements and line manages this post. They will be expected already to know and understand the main issues in the sector.

We aim to develop a new more dynamic approach to this work, so that it is more appealing to new generations of volunteers and community participants. The person appointed needs to be flexible, insightful, able to think and move quickly, and willing to adapt.

The offices are in Portsmouth but the person appointed will need to be able to get to remote places across Hampshire efficiently. Good Neighbours has been through a number of adaptations but has been in existence for 41 years.

Job Description

1) Job Title

Good Neighbours Network Leader

2) Key Work Area(s)

Based in Portsmouth Diocesan office, (Peninsular House).

3) Primary Purpose

To develop the Good Neighbours Network sustainably, based on our agreed GN Development model

To be the central point of contact for groups in the GN Network, the GN Staff team, and other agencies

To develop, promote and train on GNN policies and resources

To respond to emerging themes and opportunities

To represent the GN Network to other agencies, including funders

To assist with the development of new groups & the further development of existing ones.

4) Secondary Purposes

Management reporting, safeguarding, group training, staff training and mentoring

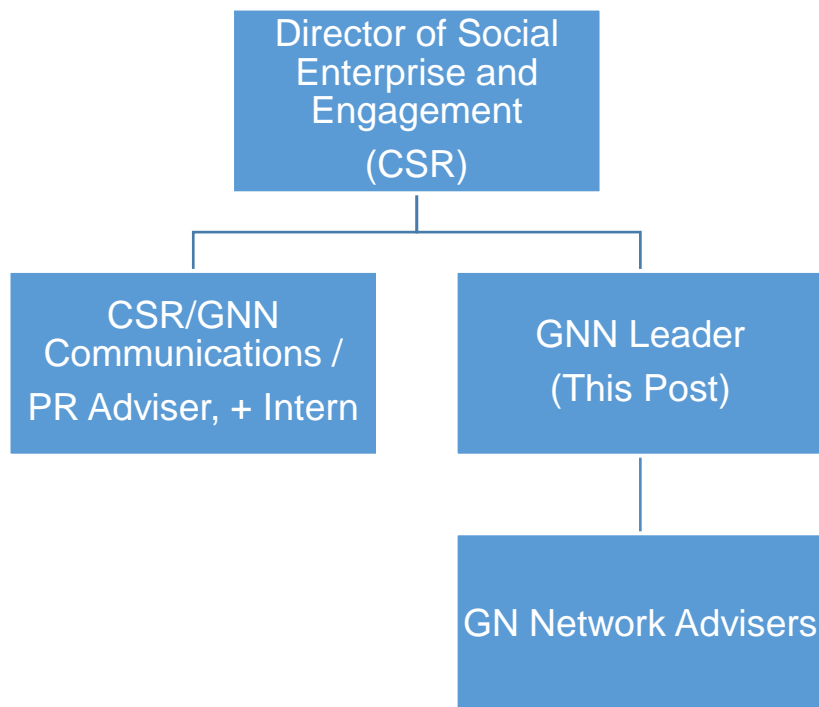
5) Accountability

Accountable to the CSR Director of Social Enterprise and Engagement

6) Authority

Accountable for their area of work, and co-ordinating and interfacing with other GN / CSR staff, as appropriate.

7) Organisation



8) Principal Tasks

Co-ordination:

- To be responsible for the overall co-ordination, supervision and internal management of the Good Neighbours Network in Hampshire and ensure that contractual responsibilities are fulfilled.
- To liaise with other staff in delivery of a seamless service across the funded area.
- To develop, deliver and monitor an agreed programme
- To provide regular reports of work and progress against plans and desired outcomes to the line manager (DSEE), to the Strategy and Development Group, the Stakeholder Liaison Group, and to any other key funders.
- To be responsible for the collection and reporting of annual statistics from the groups
- With others, to be a point of contact for groups with queries
- To assist with advocating for and promoting Good Neighbours within Hampshire & Portsmouth.
- To assist with the development of new groups and existing ones.

Resources:

- To develop and deliver a comprehensive and appropriate range of high quality and professional resources relevant to the small voluntary groups in the Network
- To develop and maintain with others the infrastructure of the Network, including on-line: website, CRM, e-learning, groups insurance, liaising with the GN Communications Adviser.
- To support the training programme, keeping up-to-date on relevant issues.

Safeguarding:

- To be responsible for overseeing the development of a unified safeguarding policy and procedure across Hampshire, in collaboration with the safeguarding teams in the Diocese of Portsmouth and Diocese of Winchester in particular
- To act proactively and manage all safeguarding issues (general or specific, group or hub based) raised by a group/groups, making referrals to expert advice when appropriate

Staff:

- To liaise with, co-ordinate, train, mentor, support and line manage, the work of other GN Network Advisors.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE			
- General experience in voluntary sector	✓		Application Form / Interview
- Management of staff	✓		
- Management of volunteers	✓		
- Drawing up, management and adherence to an annual budget	✓		
- Successful Funding Applications		✓	
- Advice giving to voluntary sector organisations / volunteers	✓		
SKILLS AND KNOWLEDGE			
- Good communication skills, both written and oral.	✓		Application Form / Interview
- Ability to prioritise own work	✓		
- Organisation skills.	✓		
- PR skills to promote the service and front line groups	✓		
- Providing training		✓	
- Local authority networks in Hampshire		✓	
- Local voluntary networks in Hampshire		✓	
- Current issues in adult social care		✓	
- Current voluntary sector issues.	✓		
- Understanding of DBS processes	✓		
- Knowledge of CRM Database, (we use Salesforce)	✓		
- Ability to update websites	✓		
- Ability to use social media in professional capacity	✓		
QUALIFICATIONS			
- Computer literate (Microsoft Word, Excel, Outlook, Powerpoint)	✓		Application Form / Interview
PERSONAL QUALITIES			
- Articulate.	✓		Interview
- Ability to work with volunteers and staff	✓		
- Ability to communicate with committees, local authorities and networks of care groups	✓		

TEAM WORK			
- Ability and commitment to work flexibly and collaboratively with colleagues as part of a team.	✓		Interview
GENERAL REASONING ABILITY			
- Intelligent.	✓		Interview
- Quick to grasp essentials.	✓		
- Numerate and literate.	✓		
- Attention to detail.	✓		
- Ability to work strategically	✓		
OTHER FACTORS			
- Able to relate to individuals at all levels.	✓		Interview
- Ability to work to deadlines.	✓		
- Ability to work flexible hours if necessary.	✓		
- Sympathetic to the views and beliefs of the Church of England.	✓		
- Ability to travel to remote areas of Hampshire	✓		

Salary: £ 31,500 (1 year fixed term, extendable subject to funding.)
 Hours of work: 35 hours per week or 28 hours per week (pro rata), negotiable.
 Holiday: 25 days (if 35 hours, or 20 days if 28 hours)
 Pension: Non-contributory pension options available
 Place of work: Principally Peninsular House but travel required all over Hampshire at times

This post will be subject to an enhanced DBS check.

The Portsmouth Diocesan Board of Finance acts as agent for the partnership in employment and payment matters.