



**Barking & Dagenham
Centre for Independent, Integrated,
Inclusive Living Consortium**



Job title: Local Involvement Network Manager
Responsible to: CEO CIIL
Place of Work: Dagenham, Essex
Hours of Work: 28 hours per week
Salary: 35k (pro rata)

Context:

Barking and Dagenham LINK (LINK) is an established not-for-profit organisation hosted by Barking & Dagenham CIIL (CIIL). It is a programme of work, commissioned by the Council and its statutory partners, to be part of a national initiative enabling health and social care provision that is informed and influenced by service users. It is supported by an executive board, volunteers and paid staff.

We are an equal opportunity employer

As part of its recruitment policy, CIIL intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Main Purpose of the Post

To be the strategic lead in the promotion and co-ordination of the LINK.

To develop and continue existing relationships with strategic partners and stakeholders.

To provide an effective management and leadership role, ensuring that the LINK continues to meet the requirements of the contract between CIIL and The London Borough of Barking & Dagenham Council (LBBD).

To ensure the LINK is an inclusive and respected network that scrutinises and informs public service delivery in relation to health and social care and other providers to ensure quality and responsiveness to patient and public needs.

Key Areas of Responsibility

1. Contract and Performance Management

- Ensure the LINK operates according to contractual obligations and specifications.
- Report to the LINK and the CIIL board on progress.
- Liaise with LBBB commissioners and provide reports and monitoring as required.
- Attend quarterly review meetings and liaise with councillors and officers as required.
- Support and work with the LINK board to ensure it operates according to best practice in all aspects of its work.
- Report to the CIIL board to monitor and review contract compliance on a regular basis as required.

2. LINK Co-ordination

Oversee the support for the LINK, including:

- Co-ordination of the LINK and other forum meetings, conferences etc.
- Ensuring that the LINK team provide all necessary materials and information as required.
- Supporting the LINK in the implementation of all policies and procedures.
- Ensuring volunteers and members are properly supported and that the LINK membership reflects the interests and area of the local community.
- Co-ordinating and managing any work or projects commissioned by the LINK.
- Representation of the LINK and ensuring that it is positively promoted, accessible and professional and that it engages with communities throughout the district.
- Liaising with service providers, voluntary and community organisations and statutory partners.

3. Staff and Volunteer Management

- Manage staff to deliver the LINK project.
- Review and oversee a volunteer recruitment and support programme whilst ensuring that staff / volunteer development is available.
- Review the administration of the LINK to ensure it is supported effectively with good filing and recording mechanisms.
- Review induction and personal development programmes and support for staff, LINK members, the network itself and volunteers.

4. Finance

- Provide information and evidence of expenditure as required by both CIIL and LBBD finance procedures.
- Work with the CIIL CEO to review and plan expenditure.
- Oversee the co-ordination of petty cash and expense procedures for staff and volunteers.
- Provide financial reports as required.
- Ensure that procedures are in place and carried out in relation to funds allocated to other organisations or commissioned work.
- Ensure the project works within the allocated budget.
- Assist with the development of funding applications

5. General Duties

- Manage the LINK project as a semi-independent arm of CIIL, but also contribute to the development of CIIL as and when required.
- Co-ordinate with the CIIL CEO to ensure proper functioning of established protocols.
- Participate in your own reviews and appraisal, reporting to the CEO and the LINK chair, as required.
- Take part in training and personal development and participate in team meetings, staff development, away days and reviews.

6. Flexibility

- In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.
- Evening and occasional weekend work will be a necessary feature of the post.

7. Commitment and Personal Effectiveness

- The post holder is a senior member of the CIIL team. A strong commitment to achieving corporate aims and objectives is therefore required.
- The post holder will be expected to use their initiative, be pro-active and work with a wide range of people within local communities and statutory agencies. He/she will be offered supervision and support, a probationary review and, if appropriate, annual appraisals.

The post involves regular travel around the borough; therefore a car driver/owner would be most suited for this position.

Person Specification

Job title: Barking & Dagenham CIIL, LINK Project Manager

Requirement	Essential	Desirable
Education and training	<ul style="list-style-type: none">• Excellent literacy and numeracy skills• Ability to demonstrate a high level of relevant experience	<ul style="list-style-type: none">• Relevant degree or equivalent qualification• Training in contract management
Relevant skills and experience	<ul style="list-style-type: none">• Effective liaison and negotiation skills• Experience of successful project management, financial planning and management• Experience of the voluntary and community sector• Strategic planning, monitoring and evaluation• Effective partnership work with a range of agencies• Able to communicate effectively with a wide range of people and organisations, including making public presentations• Confident/competent use of IT and internet.• Able to analyse and disseminate complex information• Able to produce high quality action plans, reports, strategic plans etc	<ul style="list-style-type: none">• Experience of establishing or co-ordinating community networks• Training skills• Experience of Performance Management systems• Direct responsibility for managing a contract with a public sector organisation• Starting and sustaining a new initiative

Requirement	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Broad understanding of programmes such as: <ul style="list-style-type: none"> ○ Patient and public involvement in health and social care (scrutiny and service planning roles) ○ Service user focus groups ○ Community empowerment networks • Broad understanding of Department of Health strategies relating to this field and to the role of the voluntary and community sectors in the planning and provision of health and social care. • An understanding of equality and diversity. 	<ul style="list-style-type: none"> • In-depth experience in relation to “essential knowledge”
Personal skills, abilities and motivation	<ul style="list-style-type: none"> • Someone who enjoys creating something new and taking on a challenge • A demonstrable commitment to tackling discrimination and inequalities, especially in relation to health and social care • Willing and able to take responsibility for meeting the requirements laid out in a detailed contract and delivering the programme in accordance with its specifications • Excellent communication and organisational skills • Experience of working with senior managers in public sector bodies • Able to form and maintain good working relationships and relate well to a wide range of people • Flexible, open to working independently and as part of a team • Willing to support and take direction from a small executive and the wider network • Willing to seek and accept support and guidance and undertake further training • Able to work outside normal office hours and travel easily throughout Barking and Dagenham, with occasional meetings elsewhere • Excellent time management and able to work to tight deadlines 	