

Person specification			
Post Title: Community Access Support Service Networker			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	A relevant Level 2 qualification or with demonstrable and significant experience	<ul style="list-style-type: none"> • First Aid qualification • NVQ level 3 or equivalent 	Application Form
Experience	<ul style="list-style-type: none"> • Experience of working in a community-based project • Experience of coordinating and facilitating meetings and focus groups • Experience of working with people from diverse backgrounds • Experience of working in partnership • Experience of team working • Experience of office systems and procedures • Experience of recording and monitoring data 	<ul style="list-style-type: none"> • Experience of working in the locality where post based • Experience of working with equalities and faith communities 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Good English skills, both written and verbal • Understanding of community development and engagement principles • A solid understanding of the model of co-production • Able to meet and work to deadlines • Able to communicate with people at all levels • Able to demonstrate the skills of successful project work • Good facilitation skills • Knowledge of community and statutory services, both local and city wide 	<ul style="list-style-type: none"> • Knowledge of mental health services • An understanding of Safeguarding and Health and Safety issues, including risk management and lone working 	Application Form Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Excellent administrative skills: e.g. keeping a diary system, arranging meetings, booking venues • Able to demonstrate up to date IT skills in word processing, spreadsheet and database packages 		
Attitude	<ul style="list-style-type: none"> • Demonstrable commitment to equal opportunities • Demonstrable commitment to health and wellbeing • A willingness to learn and develop skills in all aspects of the role • Be able to be systematic and methodical when working • Willingness to work to rules of confidentiality • Willingness to work as a resource to other staff • Capacity of work flexibility and adapt to changing work levels • Capacity to work under pressure • Capacity to work using own initiative as well as part of a team 	<ul style="list-style-type: none"> • Outgoing, personable and enthusiastic 	Application Form Interview
Other	<ul style="list-style-type: none"> • Willing to participate in a range of unexpected tasks, for the overall success of the Southmead Development Trust. 	<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents • Awareness of the factors that affect the health and well-being of a community 	Application Form Interview

SOUTHMEAD DEVELOPMENT TRUST

Job Description

- Post: Community Access Support Service (CASS) Networker
- Job Purpose: Support the successful delivery of the Community Access Support Service in North Bristol and across Bristol through supporting local groups to be more resilient around mental health and feeding back to commissioners to influence commissioning and delivery.
- Responsible to: Health and Wellbeing Team Leader/CASS Manager
- Salary: £21,000 – 22,000 pro rata
- Hours: 32 hours per week
- Contract type: The role is guaranteed to September 2019 with a possible 2 years extension.

Roles and Responsibilities:

- Network pro-actively with a range of community, equalities and faith based organisations across Bristol and in particular in your locality
- Keep the asset-mapping of community, faith and equality groups in North Bristol updated.
- Support, through the delivery of co-produced accessible and appropriate communication materials, an understanding of the services provided by Bristol Mental Health
- Support the development of signposting across and within community, faith and equality groups
- Support community, faith and equality groups to assess and improve their risk management protocols and policies
- Collate information for the CASS Manager to take to Bristol Mental Health strategic meetings and forums
- Act as the key link between a range of community, faith and equalities groups, the CASS Team and Southmead Development Trust.
- To be a support to other members of the CASS Team across the city and other members of the Healthy Living Consortium
- To work as a resource to all members of the CASS Team and to other members of staff employed by the partners of the Healthy Living Consortium
- Support the co-production between community, faith and equality groups and the providers of Bristol Mental Health, including co-delivery of workshops
- Facilitate and support the delivery of mental health training to community, faith and equalities groups.

- Facilitate focus groups and other events with members of Bristol's community, faith and equality groups, in partnership with providers of Bristol Mental Health
- Support members of the CASS networks to train others to deliver/cascade mental health training to others in their networks
- Gather feedback from Bristol's community, faith and equality groups to share with the wider CASS Team, with members of the Healthy Living Consortium and Bristol Mental Health
- Attend meetings or forums with community, faith and equality groups to build an understanding of their needs in the context of health and wellbeing
- Attend relevant meetings geographically in your locality to share information on CASS and to feedback to CASS on key issues raised
- Support the CASS Communications Officer to understand the different needs and approaches of the various equalities and community groups
- Develop and maintain relationships with individuals in community, faith, equality groups and primary and public health organisations and agencies particularly based in your locality. Some contacts will be geographically based and some will be from communities of interest
- Develop and maintain relationships with the other services within Bristol Mental Health especially those operating in your locality
- Support the CASS network of community, faith and equality groups contacts to access specialist advice and support on relevant issues such as safeguarding, risk assessments and signpost for support, where necessary, ensure training is available from others
- To ensure that the Key Performance Indicators for CASS are delivered effectively
- Collect relevant data for collation and entry onto CASS and HLC database, and ensure database information is current and accurate

General Duties

1. To comply with all Southmead Development Trust's policies and procedures.
2. To implement appropriate organisational policies and in particular the Safeguarding, Equal Opportunities, Lone Working and Health & Safety policies
3. To participate in training and team meetings as required
4. To be able to work evenings and weekend as necessary to the role
5. To be responsible for using the database to enter data and information and to ensure the database information is current and accurate
6. To support the Healthy Living Consortium to evaluate the impact of CASS
7. To take up appropriate opportunities for own continued professional development and participate in the Southmead Development Trust appraisal system
8. To maintain a professional attitude and conduct at all times.
9. Have a Flexible approach to working which will include occasional evenings and weekends.

10. Undertake and/or manage complex administration tasks and IT systems as well as general administrative tasks as needed.
11. Attend regular team meetings and provide progress reports in line with agreed programme outcomes.
12. To promote good equal opportunities practices and to take positive steps to counter discrimination however and wherever it occurs
13. Any other duties as and when required.