**One day a week, 1 year fixed term**

The postholder will have responsibility for supporting Voluntary and Community Sector involvement in Integrated Commissioning, specifically as a representative of the sector at Neighbourhood Model meetings.

The Neighbourhood Model is part of the plan to integrate and transform out of hospital services and, as such, sits under the Unplanned Care Board. The postholder will be responsible for ensuring that the VCS is built into the Neighbourhood Model, and that VCS organisations have sufficient opportunities during co-production. The postholder will be expected to develop a good working relationship with the Workstream SRO and other participants to make sure that the role of the VCS is integral to the work that they are doing.

They will also be expected to work with the Health and Social Care Transformation Coordinator to make sure that there is regular communication of progress to the wider sector.

Main Duties:

1. To represent the VCS at Neighbourhood Model meetings and ensure that VCS are integral to any model proposed
2. To coordinate co-production of VCS side of proposed model
3. To liaise with HSCF Steering Group and SIGs to present and gain feedback on proposed Neighbourhood Model
4. To prepare briefings to present to the HSCF Steering Group on progress of the model
5. To, in conjunction with other Hackney CVS staff, outreach to smaller local community groups that represent the diverse communities of Hackney and the City to ensure that those organisations are aware of and able to engage in the Neighbourhood Model

Skills:

1. Excellent interpersonal skills and the ability to communicate confidently with people from a wide range of backgrounds and sectors
2. A background in voluntary sector work or able to demonstrate a high level of competency in this field
3. High level of written literacy
4. Ability to work on own initiative
5. Ability to work in a multidisciplinary setting with a variety of professionals at different levels
6. Ability to manage information in an efficient and organised manner
7. Capacity to prioritise workload on a day-to-day basis

Knowledge:

1. Good understanding of current trends within health and social care and how these impact on patients, services and communities
2. Good understanding of Integrated Commissioning and its implications for residents, services and communities
3. Good understanding of integrated care and multidisciplinary team working
4. Excellent understanding of the local Voluntary & Community Sector
5. An understanding of the needs of particularly marginalised groups
6. An understanding of the process of planning and managing workloads with conflicting demands, to ensure deadlines are met and tasks are completed

Behaviours:

1. Self-starter with ability to work on own initiative as well as part of a team
2. Experience and understanding of diversity and equal opportunities

General Requirements:

1. Commitment to operating in accordance with the values and priorities of Hackney CVS
2. Commitment to own learning and development