

Appendix 1 – Job Description for CD

Community Developer Job spec, role and responsibilities

Employment period

Fixed term contract for 25 hours per week for 12 months

Location

Desk space at Host Employer premises (This may also include working from home)

Person Profile

The person suited to this post will be:

- Approachable and an excellent communicator; both written and verbal.
- Able to develop effective working relationships.
- Proactive and with a 'can do' personality.
- Able to produce reports as required, having an attention to detail.
- A person who displays compassion and understanding.
- Able to travel across One Community locality and also into other areas as required.
- IT literate – Have a good ability with email, word, excel etc.
- Energetic and enthusiastic about developing the service and community.

There are three main functions within the role:

1. Supporting the One Community to deliver its community action plan.

As described in the One Community Terms of Reference this involves understanding community needs (such as through an annual survey or engagement event), mapping assets available and supporting the delivery of a partnership plan to address the gaps.

2. Helping individuals in the community connect with local community provision.

This involves being part the key part of 'Community around the Person' meetings, identifying what is available locally that could meet an individual's described needs, helping connect them to that provision, and developing provision where gaps have been identified, either through the Community Flow programme or through the PCN social prescribers or wellbeing teams.

3. Acting as a conduit into the community for engagement with public sector partners.

This could include activities such as promoting surveys, attending community groups to engage on specific topics or approaching potential new providers to develop and increase the local support provision.

4. Developing local provision where gaps have been identified

Gaps identified by OND Flow Coordinators will be passed to relevant One Community to consider how these can be actively developed by the Community Developers. Gaps may also be identified by other partners including Social Prescribers, Community Connectors and from wider community engagement activities.

The following activities will deliver those functions:

Supporting the One Community to deliver its community action plan

Manage the local One Community in line with the Terms of reference outlined by the wider OND One Communities group. By following the principles of 'Asset-based community development', the Community Developer will ensure that their approach is led by what matters to local people, enabling their One Community to identify, connect and mobilise their local assets. In this way, the Community Developer can facilitate positive change at a hyper-local level, allowing residents to design inventive solutions, that develop relationships, highlight the strength of community and increase inclusivity - often not within the reach of top-down institutions.

- Co-ordinate meetings to include setting agenda in conjunction with the chair.
- Co-ordinate local engagement as required and targeted to project beneficiaries as projects arise.
- Develop Community Action Plan for the One Community using engagement and JSNA public health data.
- Map local provision and ensure this is accessible to the community.
- Develop projects including sourcing funding as identified by the One Community.
- Connecting with your local CVS for advice and support in managing your One Community group.

Supporting individuals in the community to connect to local community provision

Helping connect patients into their communities through participation in 'Community around the Person' interventions (CAP).

- Attending Team around the Person meetings (TAPs) - A member of the One Northern Devon 'Flow' team contacts the CD to attend a TAP. This allows the CD to directly hear what matters and discuss ideas with the patient in the meeting. Alternatively, there may be a

request of support for an individual that the community might be able to help with such as issues around social isolation or digital exclusion without the need to attend a meeting. Engaging the One Community to explore options for supporting the individual and feeding back to the Community Flow Co-ordinator what provision is available - The CD will act as the conduit to the wider community, investigating potential activities, groups and support for patients to help them connect with their community. CDs will not be required to interacting 1:1 with patients – all communication about appropriate activity should be directed through the Flow Coordinators and/or Lead Professionals who are working directly with the patients.

- Developing provision/or supporting existing groups to expand provision to meet gaps identified - By being more closely involved in patient support the CD will be well placed to present any gaps in provision that arise to their local One Community. In this way you can facilitate their One community to develop local interventions that best support individuals to improve their health and wellbeing, enable self-care and increase independence.

Acting as a conduit into the community for engagement with public sector partners.

This will include supporting the development of short-term unregulated support within the local community and create opportunities for market development to help ensure a sustainable approach to ongoing unregulated support.

- Engaging with local communities - groups, voluntary and community organisations, existing businesses, potential entrepreneurs to promote the opportunity to provide unregulated paid-for activities (i.e., hot meal provision, transport, cleaning, shopping, chaperoning etc).
- Providing them with information (provided by Devon County Council market development team) around how they might be able to offer this provision and access resources to help with business development.
- Engaging with local people to understand what is needed from potential providers (closely connected with CAP involvement).
- Investigate what support different populations (e.g., older people) feel would help them avoid hospital admission.
- Be a leading figure in helping create a comprehensive programme of community support, accessible to all health and social care staff to refer patients into.
- Engagement as requested by public sector partners seeking the views/involvement of the community to help with future service provision

Other Responsibilities (related to)

One Northern Devon

- Attend project co-design/service improvements meetings as appropriate
- Attend a regular meeting One Communities group (every 6 weeks) to engage with the wider network of One Communities across North Devon and Torridge.

- Attend a regular Community Developers meeting to share best practice, peer support and co-develop work streams.
- Communicate any concerns relating to OND projects to the relevant OND project manager and OND services Manager as appropriate.
- Submit a monthly outcomes/outputs report detailing all work undertaken to the OND Communities Support and Development Manager

Host employer

- Report any concerns regarding HR and payroll to your host employer
- Follow your host employer's policies and procedures (e.g., complaints, information governance etc)
- Responsible to line manager

With local Social Prescriber(s) and Community Connector(s)

- Working as a team with the local PCN Social Prescribing Link Worker and Community Connectors
- Understanding from the Social prescribing link worker where the gaps in provision are and feeding this back to the One Community.

Asset mapping and gap analysis

- Working as a team with the local PCN Social Prescribing Link Worker and any other Community Connectors to understand where the gaps in provision are and feeding this back to the One Community.
- Provide One Community and GP practice and local PCN with an overview of the current provision, identifying any gaps or areas of duplication so that they can be addressed. Working with evidence from the Community Connector and Living Well group.
- Continually identify community assets and resources and update your One Community asset mapping spreadsheet and upload to online database.

Working Relationship and key communications

- Develop effective and supportive working relationships with One Northern Devon staff, Host employer, One Town team, GP practice, Health and Social care teams and other statutory agencies (e.g., councils and police), voluntary agencies and community groups.
- Develop effective working relationships with statutory agencies, ensuring they are fully briefed on how to access a directory which shows what is available in the voluntary and community sector to support people to maintain their independence, better manage their health conditions and support dependents.
- Acting as a key communication link between your One Community and statutory agencies