

Local Area Coordinator
35 hours/week
Salary £24,174 (SCP27)



Introduction

Do you have a passion for finding practical ways to enhance the lives of people facing complex life situations? Could you help us to pioneer a new approach to supporting people in their local community?

BRCC has been commissioned by Bedford Borough Council as a development partner to introduce Local Area Coordination, to recruit and support three Local Area Co-ordinators to work across specific geographic areas in the Borough. The initial contract is for 2 years, with the option to extend for 1 further year.

The Local Area Co-ordinators are to be catalysts for the development of community capacity and "self-help" groups. They will foster the creation of, and signpost people to, alternatives that can prevent entry to the care system. Early support and non-statutory intervention to nip problems in the bud and maintain independence is the focus for these roles. The target group is people with some vulnerability but not yet eligible for Council social care services.

In the interests of finding the best possible candidates for these positions, we will consider applications for job share (where a role is shared by two people applying together); job split (where a role is split on a part-time basis between two or more people applying separately); and secondment from other organisations.

An enhanced DBS check is required.

Contents

This information pack contains the following:

- Job Description
- Person Specification
- Supporting information about Local Area Coordination in Bedford Borough

Recruitment Process

To apply, please complete the application form (showing how your skills, experience and knowledge match the requirements of the Person Specification at page 4) and send to Jon Boswell at jonb@bedsrcc.org.uk, or by post to BRCC, The Old School, Cardington, Bedford MK44 3SX. The Job Description and Person Specification for the role are below.

Please indicate clearly in the application form if you are applying to work on a job share, part-time or secondment basis.

The application deadline is 9am on Wednesday 3rd May 2017. Shortlisted candidates will be invited to an interview on Wednesday 16th or Thursday 17th May in Cardington.

For an informal chat about the post, please contact Jon on 01234 834931 between 18th and 28th April.

Job Description

Outline terms and conditions

1. *Period*: 2 years, with the potential to extend for at least 1 further year
2. *Working hours*: 1820 hours per annum (35 hours/week on average)
3. *Place of work*: BRCC's offices at Cardington, Bedford, but with considerable travel to community locations and home visits around Bedford Borough, and some flexibility to work from home
4. *Salary*: £24,174 per annum
5. *Expenses*: Mileage is paid at 45p/mile for car users
6. *Holidays*: 231 hours holiday per annum, which includes all Bank / Public Holidays
7. *Line management*: the post reports to the Care & Support Services Team Leader

Job Purpose

Local Area Coordinators act as a single, local point of contact across an agreed area of Bedford Borough, in order to provide advice, information, and support in the community, and build long-term relationships with a smaller group of people who may be facing complex life situations, in order to support them to achieve their life objectives.

Job responsibilities

Individual, Family / Carer, Community Support and Coordination

- Build and maintain effective working relationships with around 50 to 65 individuals who are / could be facing complex life situations (including issues relating to disability, mental health and ageing) and their families / carers and local people within communities across a local area
- Assist people to clarify their goals, strengths and needs, and where appropriate enable them to develop a plan to pursue their life aspirations and build resilience
- Support and promote opportunities for the involvement, participation and contribution of people (who may be disabled, older, or have mental health issues) and families / carers within their local communities and the Borough more widely; and ensure citizens are enabled to influence policy and decision-making at a range of levels
- Support people to access accurate, timely and relevant information and assist individuals, families and communities to access information through a variety of means
- Promote self-advocacy, provide advocacy support or enable access to independent advocacy as required
- Assist individuals and families / carers to develop and utilise personal and local community networks to develop practical solutions to meet their goals and needs
- Assist individuals and families to access, navigate, coordinate and control the support and resources they need to pursue their goals and needs, including access to funding as appropriate
- Build effective partnerships and working relationships with a wide range of colleagues and partners, including working as part of multi-disciplinary

- teams, delivering reports and presentations and contributing to the development of initiatives and effective policy and practice
- Build, maintain and develop effective working partnerships and relationships with statutory services regarding early identification of and effective responses to safety and safeguarding concerns

Community Development and Capacity Building

- Develop and maintain a clear understanding of local community strengths, resources, connections, gaps and opportunities, through a process of Community Asset Mapping
- Develop partnerships with individuals, families, local organisations and the broader community to promote opportunities for contribution and build a more inclusive community
- Develop a sound understanding of the key issues in the local area for people who may be disabled, older or have mental health issues, and families / carers in order to advise and inform planning and policy development

Administration and Communications

- Ensure proper records are maintained for all people supported in the local area through use of the LAC data system, providing information and data for reporting purposes, updating information resources, and responding to requests for information in a timely manner and in line with BRCC policy and procedure
- Ensure the concept and practice of Local Area Coordination is understood and communicated appropriately to disabled people, older people, people with mental health issues, families / carers, communities, colleagues, partners and senior Managers
- Prepare appropriate reports and monitoring data to support evaluation, and to present information and provide advice within own area of expertise in order to support and influence decision making

General

- Report monthly (or as required) to line-manager
- Work as a team with the other Local Area Coordinators to promote and deliver the programme, deputising for other LACs as required and 'doubling up' on visits and appointments where appropriate
- Liaise closely with other BRCC colleagues, particularly Village Agents
- Actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- Adhere to BRCC's policies and procedures at all times
- Undertake other duties as may reasonably be requested

Person Specification

	Essential attributes	Desirable attributes
Educational Qualifications	Qualified to Level 2 (GCSE grade A* to C or equivalent) or similar demonstrable level of ability	Relevant qualification in Community Development/ Education, Health or Social Care – Degree level or equivalent
Skills & knowledge	<p>Excellent interpersonal and negotiation skills</p> <p>Ability to influence change at the individual, family, community and system level</p> <p>Ability to record and present complex issues in a clear and concise manner both verbally and written</p> <p>Good level of IT literacy (including use of Microsoft Office products or equivalent)</p> <p>Knowledge of the local and national policy context affecting people with disabilities, mental health issues, dementia, sensory impairments, older people and their carers</p>	<p>Knowledge of local community resources in the area</p> <p>Knowledge of relevant sectors, e.g. health, social care</p> <p>Knowledge of adult safeguarding legislation and practice</p> <p>Generalist knowledge of disabilities and medical conditions and their effects</p> <p>Knowledge and understanding of community development approach</p> <p>Knowledge and understanding of Black, Asian and Minority Ethnic communities in the Borough</p>
Experience	<p>Working with individuals who may be experiencing challenging issues (in either voluntary or professional capacity)</p> <p>Advocacy, giving advice and/or supporting people to plan for the future</p>	<p>Building positive relationships with individuals, families and communities</p> <p>Working with public and/or voluntary sector partners to deliver services</p>
Personal qualities	<p>Passion for enhancing the lives of people facing complex life situations</p> <p>Ability to work with a degree of autonomy, analysing issues and reaching creative solutions</p> <p>Commitment to continuing personal and professional development</p>	Well adapted to mobile and remote working using ICT
Other requirements	<p>Able to travel independently throughout the Borough</p> <p>Prepared to work flexible hours if required, including occasional weekends / evenings</p>	Own vehicle and full driving licence

About Local Area Coordination in Bedford Borough

The aim of Local Area Co-ordination can be seen to be to support residents to 'get a life, not a service'. It aims to move the "front end" of services from assessment, money and services to prevention, helping people to stay strong and supporting practical solutions.

The three Local Area Co-ordinators (LAC) will work specific geographic areas in the Borough (see map of proposed areas below, although this may change subject to negotiation with the successful candidates).

They will deliver the following outcomes to prevent, reduce or delay the onset of eligibility for Council funded social care:

- Increased informal support relationships – reducing isolation,
- Increasing capacity of families to continue in caring role
- Improved access to information
- Better resourced communities
- Improved access to specialist services
- Support into volunteering, training and employment
- Preventing crises through early intervention
- Changing the balance of care to the use of more informal community supports and diverting people from more expensive services

Local Area Co-ordination will need to demonstrably provide "cost avoidance" to the Council by helping communities to support themselves thereby preventing or delaying entry to the social care system.

You can find more information about the Local Area Coordination approach at <http://lacnetwork.org/>

Map of proposed areas

