

**Right Track Lead**

**JOB DESCRIPTION**

**Grade:** Band SO, Point 23

**Salary:** £26,999.00, pro rata

**Department:** Right Track

**Line Managed by:**  Projects and Innovations Officer

**Working Hours:** 28 hours per week (0.8 FTE)

**Holidays:** 28 days per annum + Bank holidays, pro rata

**Main Purpose**

Right Track is a group of projects, supporting people living with musculoskeletal conditions (for example, arthritis, fibromyalgia, back and neck pain, foot and ankle injuries) to make positive changes in their lives; including a social prescribing service and gentle exercise provision. Social Prescribing is delivered across Brighton & Hove, Haywards Heath, Crawley & Horsham and the post holder is likely to be required to deliver clinic-based settings in each location when covering for the team, alongside taking responsibility for their own delivery clinics in Crawley & Horsham. This post will ensure effective delivery and development of projects which enable people to self-manage their conditions in the community.

You will lead a team of community and volunteer link specialists, building volunteer capacity within the team and working in partnership with the Community and Voluntary Sector (CVS), health and social care sectors

**Main Tasks**

1. To work closely with the Operations and Development Manager to identify opportunities to develop the service, work with commissioners and attract funding accordingly.
2. To provide regular and consistent line management to the team across all the service areas including responsibility for induction, supervision and appraisal, training and professional development.
3. Build and maintain relationships to ensure that the provision can run smoothly and effectively. To coordinate and maximise resources, referral organisations and support options for beneficiaries.
4. To lead and build capacity within the staff and volunteer team to continually drive projects forward.
5. To deliver, and support the team to provide, an effective clinic-based Social Prescribing offer within the Sussex MSK Partnership pathways (NB currently delivered remotely due to Covid-19 restrictions. The service delivers across three localities and the post holder will be required to deliver clinic-based social prescribing services in their key location as well as providing occasional cover for team members at other sites).
6. To work with beneficiaries, health professionals, partners and the wider CVS to understand the barriers to self-management and co-design potential solutions.
7. To identify and, where possible, plug gaps and suggest opportunities to fund and deliver services to meet beneficiary need, identifying and enhancing links with other Possability People service areas where possible.
8. To engage people with/at risk of developing musculoskeletal conditions and all stakeholders, securing their support and involvement with the project where relevant, identifying opportunities and developing referral pathways; working closely with the Communications Officer to develop appropriate publicity materials to promote the project.
9. To attend, report to and contribute to all appropriate external meetings and networks to promote the project, share best practice and develop opportunities for partnership work.
10. To contribute to the development of clear pathways, criteria, and referral routes to ensure health professionals understand how to access CVS support.
11. To develop and use structures for ongoing monitoring, evaluation and adaption of the work, including developing case studies and other evidence where relevant, keeping and maintaining accurate records working within GDPR guidelines. Providing accurate and timely reporting to Possability People, funders and other interested parties as appropriate.
12. To ensure that the Equal Opportunities Policy and procedures are established and maintained within projects and to contribute to the development and monitoring of Equal Opportunities policy within Possability People as a whole.
13. Working alongside other staff, to help ensure that adequate Health & Safety procedures are in place in projects and to ensure the implementation of a suitable user complaints process.
14. To attend, report to and contribute to staff and team meetings, and other internal meetings and training events as necessary.
15. Any other reasonable duties requested by the Operations and Development Manager.

**Job Review**

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role. It will be the practice of Possability People to examine periodically employee’s job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting. It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

###### **PERSON SPECIFICATION**

**Qualifications**

Minimum requirement: 3 GCSE’s grade C or above, including English and Maths or equivalent experience and skill.

Desirable: Certificated training in Social Prescribing, Behaviour Change or similar

**Essential Experience & Qualities**

1. Lived experience or excellent understanding of the barriers disabled people face and an enabling approach to overcoming them.
2. Experience of delivering behaviour-change style interventions, asset-based approaches and holistic, person-centred practice, demonstrating creative and solution-focussed approaches.
3. Preparedness to work flexibly with occasional unsociable hours (e.g. occasional events) and to ensure that clinic-based sessions across all localities are covered as appropriate.
4. A high degree of initiative, resourcefulness, flexibility and a self-motivating approach to achieve both business objectives and personal success, able to make reasoned and appropriate decisions and act under own initiative.
5. Demonstrably able to lead, as well as work effectively within, a team and engage effectively with staff, volunteers and stakeholders at all levels.
6. Excellent communication skills, being able to communicate verbally in a clear and efficient way with a range of audiences, strong written skills and the ability to motivate and encourage others.
7. Takes personal responsibility for own development and has a commitment to grow and learn “on the job”.
8. Good administrative ability and IT skills.
9. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation.
10. Ability to plan and prioritise own workload, and to manage workload across the project team, supporting staff to prioritise and achieve own goals.
11. Ability to promote and market new initiatives within a clinical setting, building and maintaining positive working relationships with health sector staff.
12. Ability to travel confidently and independently, promoting best practice for lone working and reliably leading and delivering a clinic-based service where required.
13. Ability to demonstrate an empathetic, confidential, tolerant and understanding approach to the needs of people from a range of backgrounds.

**Desirable experience & qualities**

1. Experience of delivering Social Prescribing services within a clinical setting.
2. Experience of supporting vulnerable people in case management.
3. Interest in or experience of adapting activities and exercise for people with a range of health conditions.
4. Experience of partnership working, building and maintaining relationships with professionals from all sectors.
5. Ability to promote project aims and objectives with health professionals, the CVS and other key stakeholders.
6. Experience and knowledge of relevant statutory authorities.
7. Experience of volunteering and/or working with volunteers.

##### All appointments are subject to a six month probationary period.

##### All other terms and conditions are fully described in the contract of employment.

##### All posts within Possability People have the opportunity of an annual review/evaluation.

Signature of post holder: ……………………………………… Date *…./…./….*

Job description prepared/ updated by: M Crandale (30/07/2020)