

Job description

Job title:	Health & Social Care Policy Lead
Based at:	Hackney CVS, Adiaha Antigha House, 24-30 Dalston Lane E8 3AZ
Employment terms:	<p>Salary: Salary band £40,000 per annum pro rata</p> <p>Hours: 21 hours per week (0.6 FTE)</p> <p>Contract: Fixed term until 31.03.22. Continuation funding will be sought. Role subject to a 6-month probationary period and 1-month notice period</p> <p>Professional level: 3</p>
Reporting to:	Director of Health and Social Care Transformation
Responsible for:	N/A

Job purpose
<p>This is a role for someone who likes to understand what is going on, who has a health and social care policy or delivery background, a great head for detail, enjoys research and explanation and has a passion for communicating with a range of stakeholders</p> <p>The purpose of this role is to ensure that when the new Voluntary, Community, and Social Enterprise (VCSE) Assembly discusses a topic, it is fully informed by up-to-date policy and service development nationally and locally and in both the VCSE and the statutory sector. The post holder will brief the Assembly leads, and play an information role in Assembly sessions, and to the Assembly executive (VCSE TLG).</p> <p>The post holder will also act as a resource for VCSE TLG (VCSE Transformation Leadership Group) members representing the VCSE in meetings, and to VCSE networks and Neighbourhood Forums where policy briefings are needed. The VCSE TLG is made up of VCSE reps, and the chairs of VCSE networks.</p> <p>The policy lead will also write updates for wider VCSE with updates about policy and system developments, and updates about the work and achievements of the Assembly to both the VCSE and statutory sector partners.</p> <p>The deadline for applications is 9.30am, Thursday 6 May 2021.</p>

Main duties and responsibilities

- To be a resource for the Assembly and the VCS networks and Neighbourhood Forums on all aspects of policy and service development in the local Integrated Care System, and the system structures and decision-making processes
- To run a prioritisation process with the VCSE TLG looking at researched topics, to agree what the Assembly should discuss
- To research specific policy and service development areas, and identify key players for each Assembly topic and meeting
- To prepare briefings for VCSE TLG members and Assembly leaders on each Assembly topic (4 per year)
- To prepare updates for the wider VCSE on policy and service development changes in the Integrated Care System
- To prepare updates for the wider VCSE on the process for the Assembly, how decisions are made and how to input
- To contribute to business cases following each Assembly, including supporting Oversight Group
- To support VCSE TLG reps with briefings for external meetings, and co-ordinate their feedback

Monitoring, performance management and evaluation

- To review the work annually with the VCSE TLG and Hackney CVS and evaluate its effectiveness
- To collect and analyse monitoring and performance data for presentation to the funders as required

General requirements

- Actively promote equality of access and opportunity to all Hackney's diverse communities
- Work is delivered to the highest possible standard
- Commitment to operating in accordance with the values and policies of Hackney CVS
- Commitment to own learning and development
- Any other reasonable tasks that take forward the aim of the post.

Person specification

Code:

S – Assessed as part of application shortlisting

A – Assessed as part assessment at interview

I – Assessed as part of interview questions

	Code
<p>Qualifications & experience</p> <ul style="list-style-type: none"> • Policy research qualification or experience • Experience of writing policy briefings to support individual representatives and/or inform a targeted audience • 2 years experience in the voluntary sector, either in a paid or voluntary capacity • Direct experience of policy development and planning in either a statutory or voluntary sector context • Experience of paid or voluntary work in a diverse inner-city area like Hackney and the City • Committee experience • Experience of prioritisation mechanisms/processes (desirable) • Experience in a communications role (desirable) 	<p>S/I S/A</p> <p>S S/I S</p> <p>S S/I S</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of health & care transformation and how the voluntary and community sector is involved and impacted • A good understanding of health inequalities and their impact, including the wider determinants of health • Knowledge of the policy landscape on tackling social exclusion and improving health, wellbeing and social care • Knowledge of the powers and activities of local authorities and NHS bodies • Knowledge of the legislative framework for the commissioning and providing of health and social care services • Understanding of basic community development principles and how they might be relevant for this post 	<p>S/A/I</p> <p>S/I</p> <p>S</p> <p>S S</p> <p>S</p>

<p>Skills</p> <ul style="list-style-type: none"> • Ability to analyse written policy material quickly and accurately and understand the implications for the VCSE • Ability to write for a wide variety of audiences (the postholder will need to explain complex system changes to the wider VCSE in accessible language, as well as contributing to business cases to be taken to system leaders) • Able to work to deadlines • Able to work in a systematic and planned way, both able to handle routine patterns of work and emergency work with short timetables • Able to reflect on the work and learn from practice 	<p>S/A</p> <p>S/A</p> <p>S</p> <p>S</p> <p>S</p>
<p>General requirements</p> <ul style="list-style-type: none"> • Able to work independently with minimal supervision. • Be pro-active in their approach and deliver work to a high standard. 	

This post is funded by NHS City and Hackney CCG.

Before any offer of employment is made you will be asked to disclose any relevant criminal convictions. Hackney CVS will always ask for two references before appointing, and these will include your suitability to work with children and young people. Appropriate checks will be made before an offer of employment is confirmed. This role is not subject to a DBS check.

The personal data you provide in order to apply for a job is stored in a restricted access filing system and used for the purposes of shortlisting and interviewing only. The information will be deleted six months after the deadline for that job. The legal basis for this is to fulfil a contract. For further information please see our privacy policy: [Privacy Policy - Hackney CVS - Hackney CVS \(hcvcs.org.uk\)](http://hcvcs.org.uk/privacy-policy)

The closing date and deadline for completed applications is 9.30am, Thursday 6 May 2021.

Hackney CVS positively celebrates diversity and welcomes applications from people from all backgrounds.

About Hackney CVS

Hackney CVS is Hackney’s leading voluntary and community sector support agency and the local [Council for Voluntary Service, or CVS](http://hcvcs.org.uk). We support hundreds of groups to run successful voluntary and community sector organisations by giving them access to the key skills, knowledge and resources necessary to respond to the needs of local people, especially those most in need. We also provide a range of partnerships and mechanisms for the local voluntary sector to bid for contracts, work together on key issues, influence policy and develop joint projects.

Please visit our website at www.hcvcs.org.uk for more information about us. To find out more about our consortium bidding approach please see City and Hackney Together under ‘Our services.’



For more information about our approach in Health and Social Care visit www.hscf.org.uk

For more information about our new approach to local philanthropy visit www.hackneygiving.org.uk

Hackney CVS is a London Living Wage employer and we offer a range of employment benefits as well as the opportunity to work for a well-known and respected non-profit organisation.

Benefits include:

- 25 days annual leave and additional leave days over the festive period
- continual professional development – both in house and external training relevant to your role
- up to two weeks paid study leave per year
- a lovely garden
- staff wellbeing champions
- duvet days
- an employer pension contribution of 6%
- cycle to work scheme
- a summer staff away day and a festive party

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