

Development Officer -Bolton

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| DIRECTORATE: | PCI  |
| SECTION: | Engaging Communities Team |
| REPORTING TO: | Partnerships Delivery Manager – Engaging Communities Team |
| CONTRACT: | Fixed Term |

WORKING RELATIONSHIPS:

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| **Inside Diabetes UK** |
| Engaging Communities Team**,** Communications, Regional staff, Help Line and Prevention Team, other departments as and when required |
| **Outside Diabetes UK** |
| LocalHealth care Professionals, Clinical Commissioning Groups, Public Health Department, Kirklees Council, people living with Diabetes, Voluntary and Community sector, faith groups  |

# OVERALL PURPOSE OF THE JOB

**To co-ordinate and implement** a high level community based intervention through the recruitment of Diabetes Community Champions in Bolton. Build on relationships with key stakeholders and continue to work with communities most at risk of diabetes. This role will also help to ensure that project delivery systems are fully implemented and take responsibility for compliance, monitoring and corrective or preventive action as required.

**MAIN DUTIES AND RESPONSIBILITIES:**

Implement a high level community based Diabetes intervention through the recruitment of Diabetes Community Champions to work with communities most at risk of diabetes. Working in partnership with key stakeholders.

* Use the available intelligence and data to identify gaps in recruitment
* Work with different stakeholders to attract a representative pool of Community Champions
* Recruit fifty high calibre diverse community champions (volunteers) to undertake diabetes community champions training, prior to engaging with communities

Map key community locations at which Community Champions can undertake engagement activities on Diabetes that create greater awareness within the BAME and C2DE communities.

* Act as the key point of contact for Community Champions and other stakeholders
* Use data and build relationships with local community groups to identify events and opportunities
* Support and encourage Community Champions to participate in events
* To ensure that Champions have sufficient Diabetes UK resources available for their outreach and engagement work. Identify other resources that may be required and making arrangements for this
* Identify gaps and areas for further work and to provide insights

Using established monitoring forms ensure that that Champions are recording outreach and engagement activity, recording numbers attending, gender, ethnicity breakdown and recording paper returns submitted by the Champions.

Ensure regular reports and progress updates are submitted to the relevant Fora.

**Other Duties**

* Carry out administrative work required for the job such as database/spreadsheet management.
* To understand and commit to Diabetes UK’s equal opportunities policy.
* To contribute to the overall strategy of the Improvement Support and Innovation team, and Policy Care and Improvement Directorate.

**PERSON SPECIFICATION:**

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| **The best person for this job will be able to:** |
| * **Communicate confidently (verbal and written communication) with internal colleagues and external partners and clients**
* **Work under their own initiative, delivering to tight deadlines**
* **Work collaboratively across the team to create bespoke solutions to issues affecting the delivery of the Community Champions programme in Bolton**
* **Promote/present the work of the team at conferences and promotional events**
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| **The best person for this job will have experience in:** |
| * **At least two years’ experience as a Development officer or in a projects operational role.**
* **Experience of recruiting BAME –bi-lingual and other volunteers, maintaining activity and managing expectations**
* **Working in the health field/charity/ community development field**
* **Writing clear performance reports**
* **Using all Microsoft Office programmes to a proficient standard**
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| **The best person for this job will be:** |
| * **Driven, committed and passionate about improving the lives of those affected by diabetes in Bolton.**
* **Knowledgeable about local NHS systems and structures**
* **Knowledge of Community Educators role in a health setting**
* **Able to demonstrate how effective engagement can lead to behaviour change that improves health outcomes**
* **Committed to their own professional development and learning**
* **Willing to work flexibly, with some time outside of office hours and with occasional travel throughout the UK**
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