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**Islington “Community Offer” Project**

Community Enterprise Catalyst

**Background**

Community Catalysts is a social enterprise working across the UK to try to make sure that people who need care and support to live their lives can get help in ways, times and places that suit them, with real choice of attractive local options.

Since 2007 we have worked with partners in more than 93 local authority areas, keen to improve market diversity and widen community options. We help people use their talents to care for and support other local people by setting up small enterprises and ventures, creating jobs and volunteering opportunities.

The Community Catalyst will work within the local community to forge connections, build capacity and seed and nurture start up community groups and enterprises. This activity will be focussed on creating opportunities for people with a learning disability across Islington. The post holder will work closely with council staff to support people using council day services to understand and access these opportunities. The overall aim is to provide increased choice for people with a learning disability.

**The post**

We are recruiting a Catalyst to coordinate the project in Islington. This is a 1-year fixed term contract post.

The post holder will work closely with council staff to support people using council day services to understand and access these opportunities. The overall aim is to provide increased choice for people with a learning disability.

**Job Description**

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| Term | Fixed term contract for 1 year |
| Location: | Flexible but must be able to travel to fulfil the purposes of the job |
| Hours: | 37.5 hours per week |
| Salary: | £35,000 per annum |

Key responsibilities:

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| 1. **Leading the project** |
| * Working with key partners to understand the demography, geography, structures, assets and challenges in the area * Consulting local stakeholder groups including people using services * Working closely with partners to develop appropriate networks in Islington * Integrating activity with other local initiatives at a strategic and community level * Working to meet targets defined in the project plan and by the funder * Working with the Project Manager to design and deliver workshops and events |

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| 1. Nurturing the development of community enterprises and ventures |
| * Working with key agencies to identify and engage current and prospective providers of community services and supports * Providing ongoing support to community enterprise leaders, including: face to face contact, telephone, email, signposting, information provision and facilitated peer group support |

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| 1. Effective working relationships |
| * Working with the Project Manager and project Change Group to identify partners key to the success of the project * Understanding the role and remit of partners to maximise the potential for collaboration and minimise the potential for duplication * Working to ensure the continued effectiveness of established links * Identifying and engaging agreed new partners in the light of project development |

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| 1. Promotion and communication |
| * Planning and implementing promotional activity designed to create a positive view of community enterprises and ventures - including use of social and traditional media; production and distribution of written information * Actively working with local services and organisations in the public, private, community and voluntary sectors |

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| 1. Effective administration |
| * Adapting Community Catalysts operational tools for local use * Keeping clear and accurate records * Maintaining filing systems and ensuring complete confidentiality of all records and information. * Ensuring a confidential database of community enterprises and ventures is set up and maintained * Producing and circulating project statistics on a regular basis * Contributing to the evaluation of the project |

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| 1. Working practice |
| The post holder will be expected to:   * Work in a way which is consistent with the philosophy and values of Community Catalysts * Work in a way that promotes equality of opportunity and meets exacting standards of anti-discriminatory practice * Operate at all times in a way that is consistent with Community Catalysts’ legal responsibilities including health and safety legislation and guidance. * Actively participate in learning and self-development * Work towards continual quality improvement |

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| 1. Any other duties |
| The post holder will be expected to undertake such other duties appropriate to the grade of the post as required |

**Community Enterprise Catalyst Person Specification**

Community Catalysts is a creative social enterprise exploring radically new ways of thinking about care, health and wellbeing. Our people make us the positive force for change that we are. Finding a person with the right knowledge and experience is important to us. BUT finding a person with the right outlook, energy, imagination and determination is absolutely essential.

1. Essential criteria

| Requirements | How we will assess these |
| --- | --- |
| Personal qualities and attitude  Demonstrable commitment to inclusion and diversity  Initiative, motivation and determination to make things happen  Energy and enthusiasm  A passion for people and the drive to engage and connect them | Interview and exercise  Interview and exercise  Interview and exercise  Application form, interview and exercise |
| Skills and abilities  Able to see opportunities and connections across sectors and communities and be able to link them up  A vision of what is possible, and the creativity and imagination needed to get there  Excellent verbal, written communication skills including report writing and recording and public presentations  Competent IT and computer skills including the use of word, internet and e mail to analyse and present information  Ability to travel in order to meet the requirements of the post  Skills and confidence to market and promote the Community Micro-enterprise Project  Ability to work on own initiative to meet targets and deliver expected outcomes  Able to engage confidently and constructively with people at all levels | Application form and exercise  Interview and exercise  Application form and exercise  Application form  Interview  Application form  Application form  Interview |
| Experience  Experience of community action or development in a paid or unpaid capacity  Experience in the provision of advice or information services to members of the public  Experience in developing and managing innovative programmes or services  Experience of successfully delivering projects/services to tightly defined outcomes and targets | Application form and interview  Application form and  interview  Application form and  interview  Interview |
| Knowledge  Knowledge of the strategic context in which social and healthcare innovations operate  Knowledge of the Care Act 2014 and NHSE Long Term Plan | Application form and  interview  Application form and  interview |

2. Desirable criteria

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| --- | --- |
| Requirements | How we will assess these |
| Qualifications  Recognised professional qualification in health or social care, housing, advice or community work | Application form |
| Experience  Experience of running a small business, enterprise or third sector organisation | Application form |
| Knowledge  Knowledge of the legislative and regulatory frameworks within which community enterprises operates  Knowledge of community development issues | Application form and interview  Interview |

**Please note**:

Applicants should use their application form to demonstrate how they meet the essential criteria *giving clear evidence to support any statements they make*. They should give particular attention to the aspects of the Person Specification that will be identified through the application form.

The desirable criteria will not be used as part of the short listing and decision-making process but should give all potential candidates an indicator of the additional qualities that may be required to carry out the work successfully.