

Director of the Local Area Coordination Network @Community Catalysts Job Description

Salary:	£46,000 - £50,000pa
Accountable to:	Chief Executive
Hours:	37.5 per week
Location:	Flexible

Job Purpose

The post-holder is responsible for driving the development and growth of Local Area Coordination in England and Wales in accordance with the strategy agreed with the CEO and the Board of Directors; and for managing and supporting the Local Area Coordination Network

Key Responsibilities

1. To develop, manage and support the Local Area Coordination Network (LACN)

Including:

- a. Working with the CEO and other members of the SMT to attract new members to the LACN
- b. Developing, in consultation with members and other stakeholders, an annual LACN work programme.
- c. Managing the overall delivery of the agreed LACN work programme.
- d. With the Director for Communication, developing and delivering an effective two-way communication strategy, including regular newsletters and forums
- e. Working closely with those responsible for national, local and regional policy around inclusion, service transformation and coproduction.
- f. Maintaining strong and positive relationships with key national and regional stakeholders, including the Association of Directors of Adult Social Services, Department of Health and Social Care, NHS England and Public Health England, and people with experience of using services e.g. Partners in Policymaking or User Led Organisations.
- g. Keeping informed of all changes and developments in legislation and other Government initiatives, practice, regional and national resources and other related issues, which have implications for health, social care and community services and for the membership; ensuring members are kept fully informed of changes and development which will impact upon their work.
- h. Representing the interests of LACN members at all levels of government

2. To drive the development and growth of Local Area Coordination (LAC) in England and Wales
Including:

- a. With the Community Catalysts Board and CEO developing and agreeing a strategic plan for the development and growth of Local Area Coordination in England and Wales
- b. Developing and agreeing an annual operational and financial plan with the CEO and Board which has clear outcomes and targets and will deliver growth in accordance with the overarching strategy for the service.
- c. Managing contracts, priorities and resources and identifying new resource as necessary to ensure effective contract delivery
- d. Directly delivering work against agreed personal targets
- e. Promoting the model and securing new contracts
- f. Working with research bodies involved in evaluating the impact of individual LAC programmes
- g. Linking research bodies together to build shared knowledge of the impact of LAC on individuals, areas and regions
- h. Creating templates, model documents and other materials which can be delivered by staff and associates to a consistent quality
- i. Reporting against agreed operational and financial targets to the CEO and the Board
- j. Creating new Local Area Coordination products and services which build upon existing knowledge and materials

3. To ensure a high-quality service that delivers value to the customer

Including:

- a. Working with the Director of Business Operations to develop and manage the implementation of quality assurance processes that maintain high quality operational delivery
- b. Working with the Director of Business Operations to implement contract compliance systems that ensure customer requirements are met.
- c. Contributing in a timely manner to reports that ensure customers are kept fully informed about progress in delivering contracts.
- d. Producing reports for the Board, CEO and project partners about contract compliance, quality issues and operational activity as required.

4. To work with the CEO and Director of Business Operations to recruit, manage and develop an effective team of staff and associates working across the organisation

Including:

- a. Helping to recruit and manage a team of staff and associate consultants able to deliver high-quality outcomes for customers
- b. Contributing to the induction and support of staff and associates
- c. Setting objectives and priorities for staff and associates working for the Local Area Coordination Network in line with contract targets and managing their work to ensure effective contract delivery
- d. Contributing to performance reviews of staff and associates
- e. Ensuring high standards of conduct and performance are maintained at all times

5. Working Practice

- a. Taking a full part in the work of the Senior Management team and contributing to the strategic development and activity of Community Catalysts as a whole.
- b. Being involved in continuous self-development and training including active engagement with supervision and performance reviews.

- c. Working in a way that meets the requirements of the company's equality and diversity policy and anti-discriminatory practice.
- d. Operating at all times in a way that is consistent with the company's legal responsibilities including health and safety legislation and guidance.

6. Other Duties

Such other duties as may reasonably be required by the company and that are commensurate with the grade.

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Person Specification

Requirements	Essential	Desirable	Identified by
Qualifications			
Recognised professional qualification	Yes		AF
Recognised management qualification		Yes	AF
Knowledge			
Good knowledge of the Local Area Coordination operating model and history	Yes		AF/I
Knowledge and understanding of key national policies and strategies governing the development of health and social care in England and Wales that impact on Local Area Coordination	Yes		AF/I
Knowledge of asset-based approaches and evidence of their impact	Yes		AF/I
Experience			
Experience of delivering or managing the delivery of an asset-based service		Yes	AF/I
Experience as a senior manager in the voluntary, community or public sector	Yes		AF/I
Experience in developing and managing innovative programmes or services	Yes		AF/I/R
Experience of successfully managing a membership network		Yes	AF/I
Experience of successfully managing projects/services to tightly defined outcomes and targets	Yes		AF/I/R

Requirements	Essential	Desirable	Identified by
Experience of employing and managing staff	Yes		AF/I
Experience as a consultant operating within the national or local government arena		Yes	AF/I
Skills and abilities			
Excellent verbal and written communication skills including report writing and recording	Yes		AF/I
Good IT and computer skills including the use of Microsoft Word, internet and e mail	Yes		AF
Ability to travel nationally in order to meet the requirements of the post	Yes		I
Skills and confidence to market and promote Local Area Coordination, the network and the work of Community Catalysts at every level	Yes		I
Ability to work on own initiative to meet targets and deliver expected outcomes	Yes		AF/R
Able to engage confidently and constructively with people at all levels	Yes		I
Able to collect, analyse and present information	Yes		AF
Able to respond creatively to new/changing situations	Yes		I
Able to design and deliver high quality presentations and products	Yes		AF
Attitude			
Demonstrable commitment to equality of opportunity and diversity	Yes		AF/I
Initiative, motivation and determination to make things happen	Yes		I

Requirements	Essential	Desirable	Identified by
Collaborative and committed to partnership working	Yes		AF/I
Energy and enthusiasm for the work of Community Catalysts	Yes		AF/I

Please note:

Applicants should use the 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 and have an AF indicator.

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.

Key: AF Application form
R References
I Interview