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Partnership & Engagement Assistant

Ageing In Place Programme: Brinnington



SALARY

Up to £24,444 pro rata (25 hours)

RESPONSIBLE FOR

N/A

RESPONSIBLE TO

Partnership & Engagement Officer

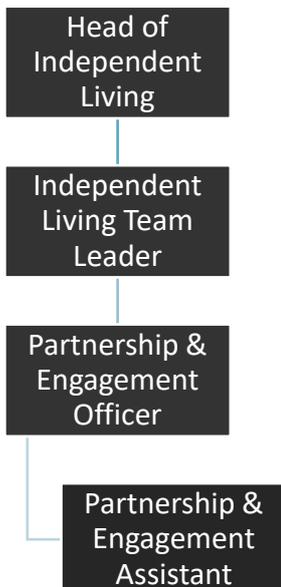
CORE PURPOSE

To enhance healthy ageing, combat loneliness and improve quality of life.

The AIPP is a three-year programme exploring how best to create truly inclusive neighbourhoods that give older people better chances to thrive

The post holder will support the Partnership & Engagement Officer to devise new ways of creating neighbourhoods that support older people to age well, reduce loneliness and improve their quality of life placing older people at the very centre of decision making.

You will utilise your skills to support the Partnership & Engagement Officer working closely with the steering group, colleagues, partners, and other organisations to ensure Brinnington residents in mid to later life drive the priorities of the programme resulting in the best possible outcomes for all involved.



PENSION

Access to a Social Housing Pension scheme (SHPS)



MAIN LOCATION(S)

Will vary dependent on Location of Site & Work streams.



HEALTH CASH PLAN

Claim back a proportion of your everyday healthcare and medical expenses



PERSONAL GROWTH

Access learning and development opportunities to maximise your strengths and utilise your talents



HOLIDAY ENTITLEMENT

25/27 days, increasing to 27/30 days after 5 years of



WORK PATTERN

Part time 25 hours

RESPONSIBILITIES *the Partnership & Engagement Assistant will...*

- ✓ be committed to working with individuals and groups supporting the Partnership & Engagement Officer to upskill, build capacity and source or provide suitable learning, training and networking.
- ✓ provide administrative support to the Partnership & Engagement Officer by for example co-ordinating calendars and taking the lead on venue bookings; contributing to the neighbourhood being a great place where customers want to live and age well in place.
- ✓ support the Partnership & Engagement Officer to lead, design and deliver effective multi-partnership projects that maximise positive outcomes for customers.
- ✓ support the Partnership & Engagement Officer, Team Leader and Head of Service to deliver the key performance indicators for the programme.
- ✓ maintain accurate records of engagement, to enable the Partnership & Engagement Officer to analyse results and produce reports demonstrating progress towards key outcomes.

STRENGTHS *the Partnership & Engagement Assistant will deliver key responsibilities by...*

- ✓ being incredibly organised, flexible and responsive
- ✓ communicating effectively with people
- ✓ getting things done through a practical and hands on approach.
- ✓ being proactive, taking ownership and responsibility for a busy and varied workload.
- ✓ using your extensive experience of using a wide range of IT packages.
- ✓ working as part of a team, supporting and contributing to related wider team projects and initiatives.

REQUIREMENTS *the Partnership & Engagement Assistant must have...*

- ✓ experience of working with vulnerable customers in a supportive capacity to assist in achieving successful programme outcomes for the benefit of customers.
- ✓ ability to manage conflicting priorities to meet targets and manage workload effectively with the ability to adjust quickly to changes.
- ✓ an awareness of safeguarding and ability to appropriately report
- ✓ ability to deal sensitively and confidentially with any issues raised.
- ✓ ability to engage and build rapport and trust with customers and partner agencies.
- ✓ a demonstrable commitment to Equality and Diversity ensuring an inclusive approach to working with diverse individuals and communities.
- ✓ experience of using Microsoft IT packages including Word, Excel and Outlook and other software.

VALUES *the Partnership & Engagement Assistant will role model core values through....*

Ambition

We have the ambition & courage to challenge; translating this into commercial success & brilliant outcomes for customers

Social Responsibility

We always try to do the right thing; using our role as a service provider, employer & buyer to generate trust, build our communities & empower our people

Passion

We have a passion for what we do; with positive, motivated & enthusiastic staff who enjoy their work

Innovation

We are innovative in everything we do; with the agility, creativity & edge to keep defying expectations & delivering fresh & exciting things

Respect

We treat each other with respect; supporting & inspiring one another & collaborating across teams & partnerships

Excellence

We continually improve how we work; challenging the status quo, learning from what goes well & always being professional

