

st michael's hospice

JOB DESCRIPTION

Job title: Community Partnerships & Inclusion Lead

Job Location: St Michael's Hospice (Hastings and Rother)

Responsible to: Chief Executive

MAIN PURPOSE OF THE ROLE

To strategically lead programmes, aligned with a public health palliative care approach, to engage with the community and civic institutions to build a compassionate community that effectively supports each other in dying, death and loss throughout Hastings and Rother.

1. Key responsibilities

- 1.1. Develop, implement and evaluate a strategy that enables the Hospice to understand and appreciate the community assets that already exist, build connections with others and takes action to address gaps in support for those living with dying, death and loss.
- 1.2. Strategically lead community development activities to discover, connect and mobilise the community and identify community champions who can lead the development of compassionate communities in their local area.
- 1.3. Strategically lead community volunteering activities that are aligned with and support the Hospice's vision, ensuring that volunteers have the appropriate skills and support to deliver, and that there are mechanisms in place to measure effectiveness.
- 1.4. Ensure that within the strategy there is a balanced approach to clinically- led, Hospice-led and community-led initiatives. Where possible enable Hospice-led projects to transition to being community led.
- 1.5. In partnership with the Extended Leadership Team, raise awareness internally of a public health palliative care approach, ensuring this focus is well understood and integrated into strategic workstreams.
- 1.6. Establish and embed internal mechanisms to enable all areas of the Hospice to develop stronger connections within the community to support people living with dying, death and loss.
- 1.7. Lead the Hospice in adopting a positive approach to risk that enables the full potential of community volunteers, assets and shared partnerships to be realised.
- 1.8. Discover and implement opportunities for the Hospice and other stakeholders to listen to the experience of local people related to the processes of dying, death and loss, to guide the shape of the Hospice's work.
- 1.9. Work collaboratively with the clinical directors to ensure community involvement in the co-design and co-production of services and initiatives.
- 1.10. Drawing on the Hospice's existing connections and intelligence, proactively seek out and develop relationships, partnerships and networks with a range of local stakeholders

from the voluntary, community, public and private sectors and those who have strong local networks, and who may wish to create a Compassionate Charter for Hastings and Rother.

- 1.11. Support the Diversity and Inclusion Lead to progress community-related diversity, equality and inclusion (DEI) workstreams to ensure that there are no barriers to access by any members of the community.
- 1.12. As part of the DEI steering group take responsibility for translating the community related DEI action plan into objectives that align with the compassionate communities agenda.
- 1.13. Lead the Diversity & Inclusion Group (DIG), ensuring co-ordination, implementation and monitoring of agreed projects and workplans.
- 1.14. Support the Community Partnerships and Inclusion team (CPI team) and the DIG to organise and facilitate events, workshops, information sessions and training to raise awareness and celebrate existing or aligned inclusive initiatives within the community.
- 1.15. Identify clear and consistent messages for use in publicity materials to promote the purpose and benefits of establishing inclusive, compassionate communities. Work with the Marketing and Communications team to develop a communications plan.
- 1.16. Contribute to the dissemination of this work by presenting at internal and external local and national events, particularly contributing to overall learning for the hospice sector on public health palliative care approaches; and by talking to Hospice visitors and funders about this approach.
- 1.17. With the Trusts Fundraiser, identify possible funding opportunities and develop business cases to support funding applications. Ensure effective implementation, evaluation and reporting of externally funded projects ensuring compliance with funder requirements and agreed project timeframes.
- 1.18. Explore and develop partnerships with local research teams who can complement this work and evaluate and evidence the impact of initiatives.
- 1.19. Participate in managers meetings and provide progress updates to the Extended Leadership Team (ELT). Prepare reports for, and present at, the Board and other Committees as required.
- 1.20. Scope and define effective monitoring and evaluation requirements; ensure information is being gathered and accurate records are maintained to support longer term impact measurement and current and future funding opportunities.
- 1.21. Analyse, interpret and present data to highlight issues, risks and opportunities to support decision making.
- 1.22. Provide effective and supportive line management to direct reports, addressing issues of concern in a timely manner whilst demonstrating and influencing good management practices.
- 1.23. Effectively manage all allocated budgets including those for externally funded projects.

2.0 ADDITIONAL RESPONSIBILITIES

- Carry out duties with full regard to the Hospice's policies.
- Act as a responsible individual in relation to Health and Safety and be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, employees and volunteers.
- Ensure that all duties are carried out to the highest standard, and in accordance with current quality initiatives within the work area.
- Carry out any other duties, within an appropriate level of responsibilities as required.

- Undertake flexible hours as and when the need arises to maintain safe patient practice.
- Ensure confidentiality at all times within the Hospice.
- Support and participate in the fundraising activities of the Hospice wherever possible.
- Be an ambassador for the Hospice.
- Ensure that the disclosure and use of confidential employee information is both lawful and ethical, and to recognise own responsibility for compliance with relevant legislation.
- Promote, at all levels, the Hospice's vision, values and strategic objectives.
- Hold DBS and Occupational Health clearances appropriate to the role. Note: these are obtained and checked as part of the recruitment process and reviewed in line with company policy or if a change in circumstances is declared or comes to light.

This job description is not intended to be exhaustive and may be reviewed at any time to meet the needs of the business.

PERSON SPECIFICATION

Post Title:	Community Partnerships and Inclusion Lead	
	Essential Criteria	Desirable Criteria
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • Public health or related qualification 	<ul style="list-style-type: none"> • Relevant qualification, e.g. sociology, community development or anthropology • Project management
Work background, experience and knowledge	<ul style="list-style-type: none"> • Knowledge of public health approaches to palliative care • Understanding of and interest in asset-based community development and experience in asset and skills mapping at a community level • Community development • Experience of project planning, management, implementation and evaluation • A proven record of successfully engaging others and building positive inclusive working relationships with communities, partners, internal and external stakeholders which establish confidence, credibility and trust • Group consultation and facilitations with a diverse group of stakeholders • Management experience • Executing and monitoring service improvements • Experience in policy development • Successful funding applications. 	<ul style="list-style-type: none"> • Experience in public health palliative care approaches • Experience of working in health and/or social care • Experience of working in an interdisciplinary team • Experience of arranging events • Knowledge of local services and activities to support end of life/compassionate communities
Skills and abilities	<ul style="list-style-type: none"> • Healthy approach to positive risk taking • Ability to manage multiple complex projects and ideas concurrently, with a flexible and adaptive approach to changing priorities • Comfortable with managing uncertainty and change • Able to understand an issue and develop and deliver training and 	

	<p>other mechanisms to respond to that need sensitively and competently</p> <ul style="list-style-type: none"> • Demonstrable knowledge and understanding of equality, diversity and inclusion • Strategic thinker, with the ability to identify critical issues and to think innovatively and creatively to formulate and deliver plans in response • Strong written and oral communication skills with the ability to produce clear reports. • Numerate - able to interpret quantitative and qualitative information • Ability to identify and control risks • Strong organisational skills • Excellent IT skills, in particular Microsoft Office applications. 	
Personal Qualities and other requirements	<ul style="list-style-type: none"> • Curiosity, an enquiring mind that questions and listens • Clear commitment to quality and attention to detail • Diplomatic and persuasive • Empathetic and sensitive to others • Self-aware of own limitations and professional boundaries • Professional, confident and compassionate approach to the work. 	