



**POST:** Healthier Structures Development Worker

**BASE:** flexible and by agreement

**RESPONSIBLE TO:** NDVA Chief Officer based at Chesterfield

**LENGTH OF CONTRACT:** one year (available via employment or secondment)

**JOB PURPOSE:** To explore existing liaison between the voluntary sector and health and social care related statutory agencies in Derbyshire and develop implementable options for improvement.

**KEY TASKS:**

1. To explore existing health and social care liaison

- Map existing activities that provide health and social care related links between statutory and voluntary sectors
- Seek feedback on the strengths and weaknesses of existing communication links from all stakeholders
- Map the way in which funding for the health and social care liaison activity is distributed and used, identifying any potential for revising current patterns of utilisation.
- Use appropriate computer technology to ensure that all information collected, is stored effectively and can be accessed by others

2. To develop options for a revised liaison system

- Use the mapping and feedback described above to generate ideas for change.
- Seek opportunities for additional funding for health and social care liaison activity
- Seek feedback from key stakeholders from both statutory and voluntary sector on the change options.
- Prepare a formal options paper for consideration by members of the steering group and 3D (the Derbyshire consortium of voluntary infrastructure organisations)

3. To implement the selected option

- Work with the response from 3D and finalise the preferred option
- Undertake such work as is necessary to get the preferred option appropriately funded.
- Initiate implementation of the agreed option.
- Prepare such reports and other materials as are necessary to facilitate ongoing development of the agreed system.
- Prepare processes for evaluating the agreed option.

4. Standard

- Prepare reports on activities undertaken for line manager and steering group
- Adopt a professional and friendly approach in understanding and responding to staff and customer's needs.
- To work within the framework of all NDVA's policies
- Undertake training as required to meet the requirements of the job description.
- Carry out any other reasonable duties within the overall purpose of the post commensurate with the grade.



Person Specification

**Post:** Healthier Structures Worker  
**Based:** To be agreed - Chesterfield or elsewhere

Job criteria	Essential	Desirable
MANAGEMENT SKILLS	Ability to manage own workload Ability to work to a work plan and targets Ability to work as part of a team	
JOB/TECHNICAL KNOWLEDGE SKILLS	Knowledge of multi-agency working, Social Services, Health and the Voluntary Sector and the roles they take. Basic computer skills including word processing Ability to manage within a budget Capacity to travel throughout Derbyshire and especially Southern Derbyshire Ability to write clear reports	Have an understanding of the statutory and voluntary sector. Knowledge of Southern Derbyshire. Ability to develop project and budget outlines Computer skills including use of spreadsheets & databases
ADMINISTRATION AND ORGANISATION SKILLS	Excellent organisational skills.	
CHARACTER, STYLE, PHYSICAL ISSUES, ATTITUDE	Committed to equal opportunities. Capacity and potential to develop skills for this post.	
COMMUNICATION SKILLS	Ability to communicate well with a wide range of people Ability to use different communication methods and understanding of when to use them	

OTHER INFORMATION: Date last reviewed/revised: AUGUST 2008

**KEY TERMS OF EMPLOYMENT:**

HOURS 18.5 hours per week (half time)  
HOLIDAYS 6 weeks (15 days) per year  
SALARY £22,450 p.a. pro rata  
PENSION 5% non-contributory stakeholder pension or contribution to personal pension  
NOTICE up to one month  
CONTRACT TERM one year