



Role Profile

Local Area Co-ordinator (Delivery)			
Reference No.	A4629	Type	Individual
Service	Health and Social Care		
Job Family	Professional 1	Grade	FC7

Purpose
This post, working alongside NHS and Social Care staff, will support people affected by mental and physical ill health to access support and activities within their local communities, build their capacity and networks, strengthen local opportunities and reduce dependency on statutory supports to enable people to access the right support at the right time.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Working with groups and agencies in the community, including GP practices, voluntary organisations, health and social care partnership services, Fife Council and local businesses to establish connections into the community for people affected by mental and/or physical ill health.	Educated to SCQV level 9, which includes a degree or equivalent experience of working within a multi-agency and community setting.	✓	
	Experience of working within a community development or community care environment.	✓	
	Ability to provide a regular and effective service	✓	
Mapping of resources within communities and developing working relationships with service commissioners and providers, establishing	Experience of building working relationships to improve service delivery		

E = Essential Criteria D = Desirable Criteria

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access to appropriate supports for people affected by a disability and/or mental ill health and their families/carers.	Teamworking skills	✓ ✓	
Supervising and co-ordinating the activities of a team of Community Connectors across Fife's localities; including implementing personnel practices such as performance, attendance management, recruitment and supervision.	Experience of working in a supervisory role and/or leadership capacity with responsibilities for employees Experience of managing recruitment	✓	✓
Developing local area co-ordination to meet Service goals and share the best practice to both internal and external stakeholders.	Experience of stimulating the development of sustainable community-based supports Experience of working within Values In Practice: A Framework for Local Area Co-ordination in Scotland. Experience of developing innovative and creative solutions	✓	✓ ✓
Supporting the setup of new initiatives within Health and Social Care and NHS Fife, and contributing to project development including support and referral pathways.	Experience of developing or improving practices within the workplace	✓	
Producing high quality detailed reports and presentations for a range of audiences e.g., Project Boards, Health and Social Care Partnership, Fife Council, the locality team and community groups, as required.	Experience of using IT and data sets to produce reports for varied audiences Presentation skills	✓	✓
Collating, monitoring and reporting on project/service performance.	Experience of managing and prioritising workload		

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			✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Job Title (Specialists Tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.