YORKSHIRE MESMAC – JOB DESCRIPTION

Post title: Systems Change Coordinator: Health Communities Together

Salary Scale: NJC SO1 SCP 23 – 25 (£27,741 - £29,577 pro rata per annum)

Pension: 5% of gross salary paid into Stakeholder pension

Hours: 30 hours per week

Base: Leeds (Travel to other sites will sometimes be required)

Contract: fixed term to 31st October 2021 with extension for a further 3 years on success of this phase one

Responsible to: The Operations Manager-HR for management and supervision

Responsible for: Volunteers and experts by lived experience

**Background**

**The Solidarity Network** is an innovative partnership between Yorkshire MESMAC, Basis Yorkshire, Leeds GATE and LASSN around our shared commitment to work with marginalised communities. We aim to ensure meaningful involvement with systems at every stage of policy and service development and delivery for our communities. We provide ally-ship and support to each other. We will be entering a formal partnership through the Healthy Communities Together project to develop meaningful practice in Leeds that ensures marginalised people are listened to and valued. The work has an overarching goal of reducing health inequalities for our communities.

**Marginalised communities:** currently used to refer to the group of communities the Solidarity Network work with, who are unified by their experiences of displacement, prejudice and poorer health outcomes in Leeds: Sex workers, Gypsies and Travellers, asylum seekers and refugees and LGBTQ+ communities. It is recognised that more communities are marginalised in Leeds than just this list; the Healthy Communities Together work in Leeds will also benefit these communities as well as non-marginalised communities.

**Healthy Communities Together (HCT):** is a funding strand from the National Lottery Community Fund in collaboration with the Kings Fund;supporting systems change in health care services through VCS, NHS and local authority working together.In Leeds the Solidarity Network with our NHS and local authority partners have been awarded funds to deliver phase one of a HCT project. In Phase One we will explore current strategic representation and relationships for our communities, facilitate learning spaces and identify where there is potential for change. We aim to move from transactional to mutual partnerships to impact and benefit marginalised communities of Leeds and improve poor health outcomes. Success at phase one will see further funding to continue the work over coming years.

**Overall Aims**

To develop and deliver the Leeds HCT project activities in conjunction with the Solidarity Network and NHS and Local Authority partners keeping the needs of marginalised communities central at all times.

To convene and coordinate the Leeds HCT steering group and working spaces, involving Solidarity network leaders, NHS and Local authority health partners and ensuring meaningful and valued participation of experts by lived experience from marginalised communities of Leeds.

To manage participation and communications for the project.

To produce engaging reports and products.

To work with the Kings Fund consultants embedding further expertise, skills and knowledge in the Leeds HCT bid.

To reduce health inequalities experienced by marginalised communities in Leeds.

**Main working contacts:**

CEO, Operations Managers, Solidarity Network leaders, Local Authority and NHS partners, Finance and Administration Manager, staff, volunteers, experts by lived experience from marginalised communities, sub-contractors.

**Main Responsibilities and Duties**

The following is a list of duties and provides a general outline of the work of the post holder and is not definitive. The post holder may be required to undertake other related duties as deemed appropriate by the Yorkshire MESMAC Board of Trustees and/or Chief Executive.

1. To involve, train, supervise and support volunteers/community leaders and/or experts by lived experience from marginalised communities
2. To identify, work with and manage creative providers such as graphic artists/story tellers/film makers to record learning and project progress.
3. To develop a programme of facilitated spaces training and learning events for the Leeds health care systems professionals, in conjunction with Solidarity Network, Local authority and NHS partners.
4. To deliver a programme of facilitated spaces, training and learning events for the Leeds health care systems professionals, in conjunction with Solidarity Network, Local authority and NHS partners.
5. To carry out an in-depth assets and gaps analysis of Health and Social care systems in Leeds identifying where these systems mention marginalised communities and how these systems involve these communities and work for them. Identifying key players in these systems and leverage points.
6. To liaise with and work with other service providers to develop joint pieces of work to benefit the HCT project outcomes. (e.g. housing service staff, Gender Identity Clinic team, drugs projects).
7. To develop and maintain monitoring and evaluating systems for Health Communities Together work delivered by Yorkshire MESMAC and the Solidarity Network.
8. Work with Yorkshire MESMAC’s Senior Management Team and the Solidarity Network to identify opportunities for partnerships and strategic alliances.
9. To ensure effective communications for the project including Twitter, Facebook, press, mailing lists and events.
10. To develop a database / mailing list of relevant people and service providers.
11. To take the lead on producing reports for the Healthy Communities Together project; for the Kings Fund, the National Lottery, The Solidarity Network and other partners.
12. Act as an ambassador for and represent Yorkshire MESMAC and the Solidarity Network at external functions, giving talks and presentations to inform, engage and inspire stakeholders.
13. To be cognisant of the values of the Solidarity Network and champion these in all areas of work.
14. To manage appropriate devolved budgets
15. To research, prepare and present funding applications to funding bodies as agreed by senior management.
16. To undertake appropriate training of self as required.
17. To undertake an active role in staff meetings and supervision.
18. To undertake any other duties which the Yorkshire MESMAC Board of Trustees deems to be appropriate to the Project’s aims and commensurate with the post.
19. To be aware of Yorkshire MESMAC’s Workers Code of Conduct and Equal Opportunities policies and to ensure these are reflected in all aspects of the work of the post holder.
20. The ability to work flexible hours. This post requires evening and weekend working on a regular basis

Yorkshire MESMAC is a growing organisation. This job description will be periodically reviewed with the post holder to take account of changing demands. The post holder will be expected to work within the Yorkshire MESMAC general operational policies agreed by the Board of Trustees.

Jan 2021