



One Westminster

Your application and our recruitment process

Thank you for responding to our recent advertisement.

Enclosed is the following information:

- One Westminster's mission statement and core functions
- Details of the job and person specification
- An application form
- A monitoring form

How to apply

The information you provide in your application is the **only** information we will use in deciding whether or not you will be short listed for an interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

We will not accept a CV as part of your application.

- The enclosed job description lists the main duties of the post and the person specification describes the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required
- Consider all the relevant experience you have gained and tell us about it
- Application forms should be filled in as completely and clearly as possible so we can assess all candidates on the same basis. Do not substitute your CV for a completed application form since this will not be considered
- It is important that in completing the application form you respond to all of the criteria in the person specification
- Volunteering and other unpaid work can be as valuable in providing skills as paid work
- Complete the form clearly
- If you are completing this form electronically ensure that you only use additional space where it is indicated that you may do so
- Ensure you send in your application by the closing date
- Our short listing will be based on the skills and experience you show in the application

The questions we will ask at interview will be based on the job description and person specification and should give you the opportunity to expand on your application and to show us how you meet the essential requirements of the post. You will have the opportunity to ask questions about the job, conditions of service and so on.

We look forward to receiving your application. Closing date for receipt of application is 12.30pm on Wednesday, 17 November 2021 and interviews will take place on the 24 and 29 November.



What is One Westminster?

Our Vision is: -

'A Westminster where volunteering and community action transforms lives'.

Our Mission is: -

Identifying and meeting social and community needs by:

- Researching and understanding the needs of our diverse communities*
- Facilitating and promoting the delivery of high quality and responsive services to meet those needs*
- Delivering high quality organisational development*
- Promoting and enabling volunteering*
- Creating and supporting partnerships between charitable, business and voluntary sectors*
- Providing voice, leadership and representation for the local charitable sector.*

One Westminster's Values

"One Westminster is a professional, resourceful, bold and aspirational organisation."

Our staff, trustees and volunteers are diverse, passionate and highly motivated and we operate collaboratively and transparently. We are committed to using our expertise to empower our local community."

JOB DESCRIPTION

Job title:	Social Prescribing Link Worker
Salary:	£27,000 p.a.
Location:	South Westminster PCN & Mental Health Hubs
Hours:	35 hours per week (occasional evening and weekend)
Closing date:	17 November 2021
Interview dates:	24 & 29 November 2021

About Social Prescribing in Westminster

One Westminster is the hosting organisation for the Westminster Social Prescribing programme, working with Westminster GP Practices within the clusters of Primary Care Networks and CNWL.

Social Prescribing in Westminster is commissioned North West London CCG.

One Westminster will be the employer and you will be managed by One Westminster's Head of Social Prescribing.

We have 3 new Social Prescribing Link Worker posts available for people who are passionate about connecting people to a broad range of community groups and statutory services for practical and emotional support. Social Prescribing Link Workers will use a holistic approach to support patients to take control of their health and wellbeing based on a "what matters to me" approach and take a holistic approach to an individual's health and wellbeing. The Social Prescribing Link Worker will support people to increase their resilience and reduce the impact of health inequalities by addressing the wider determinants of health such as debt, poor housing, isolation, poverty etc.

Two of the posts will have a greater focus on mental health and will be based at the Mental Health hubs in the North and South of Westminster, funded by Central and North West London NHS Foundation Trust (CNWL). The other post will be a Primary Care Network (PCN) based Social Prescriber in the South Westminster PCN.

All the Social Prescribing Link Workers will receive the same initial training. A standard DBS check will be required.

Please indicate in your application if you would be more interested in the posts within mental health services or the PCN.

The Social Prescribing programme is a national initiative from NHS England. We are seeking persons with a background or interest in voluntary and community sector services, health, care and public health. They will join a supportive team of Social Prescriber colleagues who are working mostly remotely but will be required to work in person two days a week at their PCN and Mental Health Hubs.

Key duties and responsibilities of the job

- Work within Primary Care Networks to identify and support individuals who would benefit from social prescribing support. Initially taking referrals from Primary Care, once the service is established referrals will be received from a broad range of statutory and non-statutory services.
- Build relationships with key practice staff, promoting social prescribing and its benefits to encourage a proactive approach to referrals.
- Be an advocate when in meetings with health professionals for patients who would benefit from a social prescription intervention.
- Manage a caseload of clients from referral to assessment through to hand holding into services or activities.
- Recruit and co-ordinate volunteers for accompanying patients to appointments.
- Build a relationship with Voluntary and Community Sector organisations as well as key stakeholders for Social Prescribing
- Be able to work on your own and take appropriate initiative while recognising your need to access help and support when needed through your line manager and SPLW team members when necessary.
- Report gaps in provision to Social Prescribing Link Worker Manager at One Westminster.
- Recognise and act on situations which need to be escalated to your line manager.
- Be responsible for logging, monitoring, and reporting on data as required by set guidelines.
- Follow all confidentiality procedures, risk assessment procedures and safeguarding procedures.
- Attend meetings of the Health and Wellbeing Network.
- Be an active member of the multidisciplinary team within the Primary Care Network, attending a range of meetings to offer input around social prescribing including multi-disciplinary team meetings in practices and One Westminster team meetings.

Providing Individualised care to patients

- Be able to listen keenly and take notes in order to put together a care package of activities and/or services for patients during one-to-one assessments.
- Empathise with patients' difficulties/experiences and be intuitive about identifying creative alternative solutions where no service or activity matches the exact needs of the patient.
- Create a good rapport and adapt communication styles when working with patients with varying needs.

Supporting an increase in community resilience

- Identify gaps in services and activities and work with One Westminster and the Primary Carer Networks to fill the gap.
- Input into a database of Westminster Assets that includes Voluntary and Community Sector services and activities and community assets.

General

- Work with the line manager to identify training needs and undertake continuing professional development as appropriate.
 - Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, and health and safety.
 - Work with the line manager to access regular 'supervision', to enable you to deal effectively with the difficult issues that people present.
 - Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner.
 - Undertake other duties as may be reasonably required within the general terms of the job description.
-

PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

	REQUIREMENTS	D/E	How Tested? Application Form/Interview/Test
	QUALIFICATIONS AND TRAINING		
	NVQ Level 3 in health care or equivalent in a relevant field	D	Application
	Higher education qualification relevant to the role	D	Application
	Evidence of continued professional development appropriate to the role	E	Application/Interview

KNOWLEDGE AND SKILLS			
1	Able to demonstrate an understanding of confidentiality in relation to the post, including an understanding of information governance and GDPR requirements	E	Application/Interview
2	Knowledge of the 'wider determinants of health' and their impact on communities	E	Application/Interview
3	Being able to organise and manage scheduled appointments.	E	Application/Interview
4	Knowledge of the Voluntary and Community Sector's role and function.	E	Application/Interview
5	The ability to speak another community language	D	Application/Interview
6	Knowledge of Westminster Social and Community Assets and/or key characteristics of the Westminster City Council "City for All" strategy.	D	Application/Interview

EXPERIENCE			
7	Experience of supporting and empowering individuals to make positive changes in their lives	E	Application/Interview
8	Experience of working in an individual support role, or experience that lends itself to this role.	E	Application/Interview
9	Experience of working directly in a community development context, adult health and social care, public health or health improvement.	E	Application/Interview
10	Experience of coordinating volunteers <u>and/or</u> experience of being a volunteer.	E	Application / Interview
11	Experience of data collection, data recording, record keeping and using tools to measure the impact of services.	D	Application/Interview
PERSONAL REQUIREMENTS			

12	Excellent communication and interpersonal skills, experienced through communicating with people at a range of levels	E	Application/Interview/Workshop
13	Ability to work flexibly and enthusiastically within a team and on own initiative.	E	Application/Interview/Workshop
14	Self-motivated, resilient and a resourceful problem solver	E	Application/Interview
15	High levels of emotional intelligence able to quickly build rapport and positive working relationships	E	Application/Interview/Workshop
16	Highly competent with electronic communications, word-processing and Excel.	E	Application/Interview