



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 etc.

We look forward to receiving your application. Closing date for receipt of application is 12.00pm on Friday, February 21st, 2020 and interviews will take place on 2nd and 3rd of March 2020.



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. + pension contribution
Location:	Various in the borough of Westminster
Hours:	35 hours per week (F/T) (occasional evening and weekend)

About Social Prescribing in Westminster

One Westminster is the hosting organisation for the Westminster Social Prescribing programme, working with Westminster GPs, the new Primary Care Networks and Central London Healthcare. Social Prescribing in Westminster is commissioned by Central London CCG.

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

We have 6 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 new "Super-hubs" in the North and South of Westminster, funded by Central and North West London NHS Foundation Trust (CNWL).

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.

Link workers will be supported by the VCS organisations team at One Westminster to identify gaps in community provision and to work collaboratively with local partners.

Candidates are invited to submit a completed application form inclusive of a supporting statement detailing how they meet the person specification.

Candidates are advised to structure their supporting statement in line with the points in the person specification, and to provide clear examples of their experience that demonstrate their skills and knowledge.

Candidates with any specific enquiries are welcome to contact Jackie Rosenberg on j.rosenberg@onewestminster.org.uk before submitting their application.

Please note CVs will not be considered for this post.

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 whilst 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 needed 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, Care Navigator team meetings 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 assessment.
- Empathise with patients' difficulties/experience and be intuitive about identifying creative alternative solutions where no service or activity match 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 the One Westminster and the Primary Carer Networks to fill the gap.

- Manage a database of Westminster Assets which 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/Reference/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		
Able to demonstrate an understanding of confidentiality in relation to the post, including an understanding of information governance and GDPR requirements	E	Application/Interview
Knowledge of the 'wider determinants of health' and <u>their impact on communities</u>	E	Application/Interview
Being able to organise and manage scheduled appointments.	E	Application/Interview
Knowledge of the Voluntary and Community Sector's <u>role and function.</u>	E	Application/Interview
The ability to speak another community language	D	Application/Interview
Knowledge of Westminster Social and Community Assets and/or key characteristics of the Westminster City Council " <u>City for All</u> " strategy.	D	Application/Interview
EXPERIENCE		
Experience of supporting and empowering individuals to <u>make positive changes in their lives</u>	E	Application / Interview
Experience of working in an individual support role, or experience that lends itself to this role.	E	Application/Interview
Experience of working directly in a community development context, adult health and social care, public <u>health or health improvement.</u>	E	Application/Interview
Experience of coordinating volunteers <u>and/or</u> <u>experience of being a volunteer.</u>	E	Application / Interview
Experience of data collection, data recording, record keeping and using tools to measure the impact of <u>services.</u>	D	Application/Interview

PERSONAL REQUIREMENTS

Excellent communication and interpersonal skills, experienced through communicating with people at a range of levels	E	Application/Interview
Self-motivated, resilient and a resourceful problem solver	E	Application/Interview
Ability to work flexibly and enthusiastically within a <u>team and on own initiative.</u>	E	Application / Interview
Good IT skills, confident in using a range of IT platforms, applications, databases and devices	E	Application/Interview
High levels of emotional intelligence able to quickly build rapport and positive working relationships	E	Application/Interview