

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	COVID Prevention & Programme Lead
<b>Reporting to:</b>	Chief Officer
<b>Responsible for:</b>	Management and delivery of the COVID Prevention Programme (CPP)
<b>Salary</b>	£26511 to £30451 (depending on experience)
<b>Hours</b>	37 Hours Per Week (can be negotiated)
<b>Holidays</b>	27 Days
<b>Duration</b>	12 months with the possibility of extension (subject to funding)
<b>Location</b>	Based in Blackburn with Darwen (working across Lancashire)
<b>Outline of Post</b>	To develop and manage Lancashire BME Network's COVID Prevention Programme (CPP) working with Black minority and ethnic communities (BME) to deliver work around, infection control, outbreak management, Test and trace and vaccinations. The post holder will act as the Lead on this programme and will deliver the objectives in line with overall guidance and direction provided by the Chief Officer. They will also work closely with lead organisations including (but not limited to) Public Health and the Lancashire resilience Forum (LRF).
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To manage the development and delivery of the COVID Prevention Programme (CPP).</li> <li>2. To develop programmes to address incidence of COVID, increase uptake of COVID related services and improve community awareness of changing national and local guidance.</li> <li>3. To develop partnerships with key agencies, individuals within the statutory, voluntary, and private sectors.</li> <li>4. To work closely with any identified partners to deliver programme objectives</li> <li>5. To co-design key messages with stakeholders and ensure dissemination across the county.</li> <li>6. To develop and implement a COVID prevention Social media strategy.</li> </ol>

	<p>7. To develop and deliver wellbeing projects to contribute to the Build Back Better agenda.</p> <p>8. To develop and support the COVID Champions project and ensure ongoing support is provided to partners.</p> <p>9. To recruit, manage and support any additional CPP volunteers</p> <p>10. To develop, review and adapt programme documents and reports.</p> <p>11. To proactively explore opportunities to develop and grow the service area during and post COVID.</p> <p>12. To attend meetings as required within the statutory and VCFSE sector.</p> <p>13. To meet and work collectively with decision makers and senior leaders within Lancashire to address COVID and other health issues.</p> <p>14. To undertake a range of outreach activities via community, schools, home visits, and other channels</p> <p>15. To produce evaluation and impact reports for the service</p>
<p><b>General Responsibilities</b></p>	<p>To comply with all LBN's policies, including Health and Safety, Confidentiality Safeguarding and Equal Opportunities.</p> <p>To participate in LBN's promotional and social events, in collaboration with the chief officer and other members of staff.</p> <p>To contribute to the mission of LBN to ensure the continuity of the organisation.</p> <p>To perform other tasks associated with the job description as delegated by the line manager.</p> <p>To undertake hospitality duties for LBN visitors. To maintain a clean and safe working environment.</p> <p>To undertake any training as deemed necessary for the role</p>
<p><b>Flexibility Clauses:</b></p>	<p>The nature of this post will require flexibility to meet urgent needs as they arise, this may entail occasional weekend or evening work.</p>

	<p>This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.</p> <p><b>Note:</b>                  The Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, LBN may affect any necessary change in job content, or may require the post holder to undertake other duties at any location in the organisation's service, provided that such changes are appropriate to the employee's remuneration and status.</p> <p>As a term of your contract of employment, LBN reserves the right to vary your hours of work &amp; require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. LBN reserves the right, at its discretion, to affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.</p>
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Covid Prevention Lead Person Spec				
	Essential	Desirable	App Form	Interview
<b>Qualifications and Experience</b>				
A minimum of two years paid community development	X		X	

experience working in a variety of settings and using a variety of community engagement techniques.				
Degree or equivalent qualification/preferably in Community development, Social Sciences, Health.		X	X	
At least 2 years' experience of managing staff/volunteers or delivering/managing a complex programme or project.	X		X	X
At least 2 years' experience of engaging at a strategic level with those in positions of influence.	X		X	X
Experience working with BME communities.	X		X	X
A track record of communications using social media and other media outlets promoting projects, programmes or services.	X			X
<b>Skills and Knowledge</b>				
Understanding of how COVID affects BME communities..	X		X	X
Good understanding and knowledge of Race, Equality, Community Development and Health.	X			X
Ability to develop multiagency partnerships.	X		X	X
Excellent understanding of IT, Microsoft Office and using Social media platforms.	X		X	X
Ability to produce clear and concise reports.	X		X	
Ability to develop relationships with communities which gains their trust and confidence.	X		X	X
Good communication and administrative organization.	X		X	X

Ability to plan well in advance on basis of needs.	X		X	
Ability to work under pressure in a demanding voluntary sector organisation.	X		X	
Ability to work both independently and as part of a team.	X		X	X
Ability to prioritise tasks and meet deadlines.	X		X	X
Ability to keep up to date and accurate records.	X		X	
Ability to develop monitoring and evaluation processes	X		X	
Working knowledge of policies and procedures.	X		X	
<b>Other requirements</b>				
Ability to work evenings and weekends		X		X
Bilingual (in other language relevant to BME communities)		X		X
Driving Licence		X		X
Own Transport (insured for business use)		X		X