

Job Description



Job Title: Community Partnerships Coordinator (12 year fixed term)	Service Area: Public Health	
Directorate: Adults and Health	Post Number:	Evaluation Number: 7056
Grade: SO1	Date last updated: November 2023	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

The Community Partnerships Coordinator role will support the Public Health team, the Newham Food Alliance (NFA) and the wider voluntary, community and faith sector (VCFS) organisations.

Building on existing partnerships and creating new relationships, they will be providing short-term solutions for access to food and essential items to meet demand, whilst designing long-term solutions in areas such as collective food buying, increasing the number of food clubs and securing long-term funding. The successful candidate will also be on the ground developing relationships with partners and developing a programme to increase awareness and visibility of Healthy Start and drive up take up.

The Community Partnerships Coordinator will be a direct conduit between the strategic work of Newham's Public Health team and the practical 'on the ground' work of our Newham Food Alliance partner organisations.

The post holder may be required to work some evenings and weekends and the occasional public holiday in order to meet service requirements.

The post holder will report to the Public Health Senior Advisor (VCS)

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Build and strengthen existing relationships with NFA partners to improve the current and long-term support offered to residents.
2. Link statutory and voluntary services with NFA partners to provide onsite face to face support to our most vulnerable residents facing food insecurity.
3. Act as a connector between NFA partners and the council's outreach financial wellbeing team, to provide additional support to the residents.
4. Link the NFA partnership work to Newham Council's strategic priorities including cost of living response, the broader food security strategy 'We are Food Secure', 50 Steps to a Healthier Newham and action on Climate NOW.
5. Expand the existing NFA network by supporting the on boarding of new partnership members particularly in areas identified as food deserts or where there is a lack of wraparound provision.
6. Support the transition of existing partners to a longer-term sustainable food club model by providing advice and guidance.
7. Support work on the next iteration of the co-produced Food Club and Food Bank toolkits, ensuring insights and recommendations from partners are incorporated.
8. Build on existing external partnerships with Feeding Britain, The Felix Project, and IFAN to continue to inform policy change and bring in external funding by both streamlining processes for data collection and reporting and increasing qualitative granularity in the escalations we make to national government.
9. Support the Newham Food Alliance partners in becoming more resilient and sustainable.
10. Support consistent access to food and essential items to meet demand by building relationships and sharing best practice across the partnership, exploring opportunities such as lowering costs by scoping the opportunities for collective food buying for the Food Clubs.

11. Support the partner organisations to build an evidence base to secure long-term funding.
12. Create a space for partners to build consortiums to apply for funding.
13. Increase awareness and visibility of Healthy Start among Newham Food Alliance, other community-based partners and residents.
14. Conduct an audit of all partners, both through surveys and face-to face conversations, to check awareness of Healthy Start, levels of staff training and levels of available resource to support resident's applications.
15. Identify strengths and gaps in our partner's work with the Healthy Start programme.
16. Support the development and implementation of an action plan to increase awareness, visibility and uptake of the Health Start scheme.
17. Run Healthy Start training sessions with partner organisations and/or new staff. For example, this will include the introduction of the Healthy Start scheme to professionals in the newly created Well Newham and Family Hub networks.
18. Run Healthy Start awareness raising sessions with residents. This will include targeted sessions that aim to reach some of Newham's more vulnerable families (e.g. low-income, young mums, minoritised ethnic groups).



Personal Specification

Job Title: Community Partnerships Coordinator	Service Area: Public Health	
Directorate: Adults and Health	Post Number:	Evaluation Number:
Grade: SO1	Date last updated: October 2023	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment

are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
<p>KNOWLEDGE AND QUALIFICATIONS</p> <p>Knowledge of common IT systems, particularly Microsoft Office, including Word, Power Point and Excel.</p> <p>Knowledge of information governance/data privacy principles and practice.</p> <p>Understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation.</p> <p>Interest in public health and desire to be involved with improving the health of Newham’s population.</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met</p> <p>The ability to build relationships and work with a range of partners and members of the public.</p> <p>Excellent verbal and written communication.</p> <p>Able to work independently with minimal direction from manager.</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>

<p>EXPERIENCE:</p> <p>Experience of developing positive relationships with colleagues, staff and external stakeholders.</p> <p>Experience of communicating clearly and effectively with a diverse range of people, including those without specialist health knowledge.</p> <p>Experience of using project management skills to support the implementation of public health or community programmes involving multiple stakeholders.</p> <p>Experience of collecting, collating and conducting basic analysis of numeric data, such as service activity data.</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p> <p>Application form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met</p> <p>Commitment to working in an open and collaborative way with the public health team, partners and residents</p> <p>Commitment to tackling health inequalities</p>	<p>Application form/ Interview</p> <p>Application form/ Interview</p>