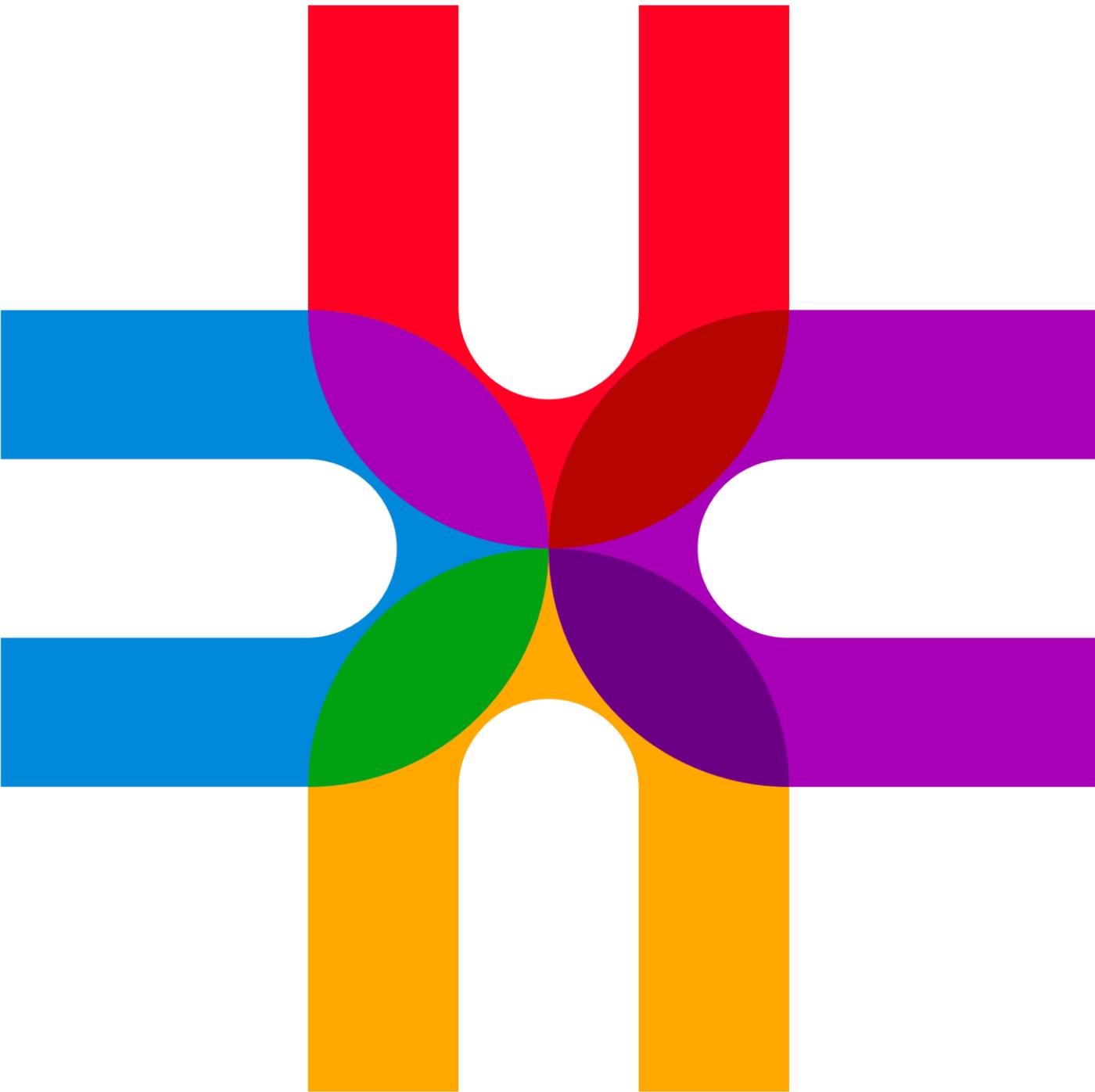


london plus



## Table of Contents

Recruitment Pack – Social Prescribing Network Coordinator .....	3
Background Information .....	4
Job Description - Social Prescribing Network Coordinator .....	7
Person Specification – Social Prescribing Network Coordinator .....	9
Application Process .....	10



## Recruitment Pack – Social Prescribing Network Coordinator

On behalf of London Plus, thank you for your interest in this role.

London Plus is a young charity. It is a big and bold idea to champion London's civil society through insight, influence and connections, to help it address the capital's most pressing social challenges. We aim to be the go-to place to bring about positive change for Londoners and the diverse organisations and networks that make up civil society in this great city.

This new role comes at a pivotal time in our journey. We have successfully established the charity and built a position and reputation in the sector across London. We support a range of organisations across the breadth of the city. We have most recently played an important role in London's response to COVID-19 and contributed to a growing appreciation during the pandemic of the value and importance of civil society. We have strong, trusted and productive links with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist groups. These have deepened in recent months.

The new role also comes at an important time in the development of social prescribing. There is increased interest within the NHS and among policy-makers as well as practitioners that non-clinical, social interventions can unlock improved health. Charities and wider civil society have led in the development of these practices. In this role, you will be responsible for growing understanding and practice of social prescribing by building a network of interested individuals and organisations.

This is your opportunity to help develop and lead something special for London. You will be joining our small and agile team working on vital issues to help disadvantaged people and communities across the city. We welcome applications from all sectors; the important thing is that you understand and are passionate about helping civil society in London. If you are skilled in your work area, strategic in your thinking, and collaborative as well as pragmatic in your approach, we would love to hear from you.



**Martin Brookes**  
Chief Executive, London Plus



## Background Information

London Plus is a pan-London civil society organisation, set up in 2018 with a small team that focuses on the following work areas:

- Social research and data
- Networks/Partnerships
- Advocacy and voice
- Communications/digital content and operations

We emerged out of a shared consensus that although social action by volunteers and the wider civil society sector has made a significant difference to Londoners, a more unified approach was needed to help the public, politicians and business better understand the range, complexity and importance of the work that civil society does.

With an estimated 120,000 civil society organisations in the capital, a Deputy Mayor with an explicit brief on volunteering, social action, social integration and community engagement, and a move to make London the foremost global city for philanthropy, there was an opportunity to support civil society in a different way, by creating a centralised knowledge and information 'hub'. Greater London Volunteering, our legacy body, took on the role of implementing this new 'hub' and London Plus launched in 2018 with support from City Bridge Trust, with a new look and a new remit.

We have achieved a great deal so far, working with our networks to define the main areas where they want support and need new input. We have developed a portfolio of priority projects that we will work on in the coming 12-18 months. This programme will evolve and grow as we continue to work with the sector and understand their needs more deeply. The successful applicant will be expected to feed into the planning of this programme of work and make changes where appropriate.



## **London Plus**

Our **Vision**: A city where all Londoners can thrive

Our **Mission**: Championing London's civil society through insight, influence and powerful connections

Our **Values** are London's values:

- We promote equality and champion diversity
- We actively collaborate
- We are always learning
- We act with integrity
- We are bold
- We look for the bigger picture

Our **Brand**:

- Keep it simple
- Be smart
- Think big

## **London Plus roles**

Our small team includes:

- Chief Executive Officer – Martin Brookes
- Social Research and Data Lead – Lucy Smith
- Networks and Partnerships Manager – Navinder Kaur (Maternity Cover)
- London Plus Coordinator – Emily Coatham

London Plus has a remit to support civil society organisations (CSOs) in London to harness the power of data to generate better insights, to convene CSO networks and organisations across London to build collaborative partnerships in order to maximise impact and value, and to increase the voice and influence of CSOs by amplifying issues of common concern and shining a light on best practice.

## **The Social Prescribing Network**

London Plus is delighted to be leading this new London wide network to grow and strengthen social prescribing to help deliver the Mayor's Health Inequalities Strategy. The network is supported by the Mayor of London reflecting the crucial role that the voluntary, community and social enterprise (VCSE) sector plays in improving health and wellbeing. The VCSE sector brings a range of services, as well as expertise and a unique reach into the most disadvantaged communities in London. This project is more important than ever to ensure Londoners' needs are met throughout the Covid-19 crisis and its longer-term impact. The Social Prescribing Network Co-ordinator will be leading on this work.



## **Governance**

This work is currently supported under the remit of Greater London Volunteering, who adopted a revised set of charitable objectives and trade as London Plus. We will continue to review governance arrangements, and this will include the recruitment of new trustees and revised membership arrangements.

## **Background reading**

For further information:

- The Way Ahead – the emergence of London Plus was part of the wider work in place across London to look at developing effective systems to support civil society. This programme is called the Way Ahead and further details can be obtained via [the website](#) and by downloading the full [report \[PDF\]](#).
- [City Bridge Trust](#) – London Plus, main funder.
- [London plus website](#)
- [London Plus Social Prescribing Press Release](#)
- [Next steps for Social Prescribing in London \[PDF\]](#)
- [The London Health Inequalities Strategy \[PDF\]](#)



## Job Description - Social Prescribing Network Coordinator

<b>Responsible to:</b>	Chief Executive Officer
<b>Salary:</b>	£34,000 pro rata for 2.5 days per week
<b>Contract Duration:</b>	1-year contract with possible extension
<b>Hours:</b>	Part time, 17.5 hours per week (days negotiable)
<b>Direct reports:</b>	None
<b>Location:</b>	Kennington Park Business Centre, 1-3 Brixton Rd, London, SW9 6DE. Some travel will be required.
<b>Benefits:</b>	25 days holiday per annum, Flexible working, Pension – Employer contribution: 5%

### Main Purpose:

This role will lead on promoting, supporting and developing social prescribing in the Voluntary, Community and Social Enterprise (VCSE) sector across London. This includes supporting the social prescribing network to deliver the following objectives:

- Promote social prescribing and its role in improving people's health and wellbeing;
- Highlight, support and develop best practice that informs policy;
- Improve understanding and engagement between social prescribing practitioners, health professionals, commissioners and funders;
- Represent the voice of service users, patients and carers.

### Principal Responsibilities and Accountabilities:

#### Social Prescribing Network Support

- Develop the social prescribing network to offer support, identify needs, share and develop good practice for and between London's VCSE sector;
- Recruit and engage with members to understand their needs, expertise, identify examples of good practice and facilitate peer support;
- Organise and facilitate quarterly meetings of the network to share knowledge, ideas and support;
- Set up and provide secretariat to the steering group that advises and supports the Network;
- Ensure that service user voice is represented and engaged in the Network.

#### Partnership Development

- Identify key stakeholders in the social prescribing field and establish and develop relationships to increase collaboration in order to share knowledge and resources;
- Support better understanding and build and support partnership working between the VCSE and other sectors with a role in social prescribing in order to improve policy and practice;
- Facilitate and give presentations on examples of good sector practice, promoting the sector's role and success in social prescribing;
- Ensure that user led organisations are engaged, and that user voice is central to the project;



- Develop sector skills to communicate their important role in social prescribing, and demonstrate outcomes, impact and value for money.

### **Information Resources**

- Create and maintain a social prescribing hub on the London Plus website providing and / or signposting updates, information, and resources;
- Ongoing environment scanning, and intelligence gathering to keep the Network up-to-date and resource hub populated;
- Identify and seek to address gaps in information and resources through commissioning materials such as case studies, blogs and webinars;
- Publish monthly ebulletins, case studies and blogs;
- Promote the Network, its work, and social prescribing using a range of communication tools, including social media and existing technology;
- Identify and establish connections with organisations and networks through which to disseminate information about the Network.

### **Project Co-ordination**

- Develop a framework to evaluate the impact of the project;
- Develop and deliver surveys to assess sector understanding, needs and delivery of social prescribing;
- Collect, collate, monitor and review data on the outputs and impact of the project to meet the evaluation requirements;
- Liaise with the GLA Senior Policy and Project Officer and provide reports as required.

### **General duties and responsibilities as an employee**

- To work as part of a team and contribute to the overall aims and objectives of the organisation;
- To be an advocate for the organisation;
- Attend staff meetings and training as required;
- All staff are required to operate in accordance with the organisation's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

### **Changes**

This is a description of the job as it is presently constituted. It is the practice of the organisation to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you.



## Person Specification – Social Prescribing Network Coordinator

Requirements	Essential	Desirable
<b>Educational attainment</b>	<ul style="list-style-type: none"> <li>A degree level or equivalent experience</li> </ul>	
<b>Knowledge required</b>	<ul style="list-style-type: none"> <li>Understanding of the work of the Voluntary, Community and Social Enterprise Sector (VCSE) organisations and their contribution to improving outcomes for communities;</li> <li>Basic understanding of social prescribing and the health sector.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of voluntary and community Infrastructure support organisations.</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>Working in the VCSE sector;</li> <li>Identifying and developing relationships with key stakeholders;</li> <li>Influencing strategic outcomes within multi-agency partnership working groups;</li> <li>Facilitating support networks to enable peer support and the exchange of experience;</li> <li>Providing written information such as ebulletins, blogs and publicity;</li> <li>Project co-ordination, including monitoring and reporting on impact;</li> <li>Using social media.</li> </ul>	<ul style="list-style-type: none"> <li>Enabling service user involvement.</li> </ul>
<b>Skills and aptitudes required</b>	<ul style="list-style-type: none"> <li>Excellent written/verbal communication skills;</li> <li>Able to confidently communicate with a range of people and demonstrable negotiation skills;</li> <li>Effective networking and interpersonal skills;</li> <li>Able to work on own initiative, and prioritise a complex range of tasks with minimum supervision;</li> <li>Good IT skills.</li> </ul>	
<b>Personal qualities required</b>	<ul style="list-style-type: none"> <li>Good team player;</li> <li>Displays a strong empathy with the values and vision of the organisation;</li> <li>A commitment to addressing inequality, celebrate diversity and promote inclusion.</li> </ul>	



## Application Process

If you would like to apply for this position, please send the following:

- A full CV
- A 2 page supporting statement that tells us why you are interested in this post and your suitability to meet the requirements of the person specification.

Applications should be submitted through the Webrecruit portal: <https://bit.ly/2AvarYl>. We are unable to accept applications directly. Your application may not be considered if it is not submitted through Webrecruit.

- If you would like an informal chat about this role, prior to applying, please send an email to our Chief Executive, Martin Brookes ([martin@londonplus.org](mailto:martin@londonplus.org)) and include your phone number and availability for a call, including early evenings. He will respond and call you back.

### **Next Steps**

**Closing Date:** Midnight on Tuesday 16th June 2020.

**Shortlisted candidates will be notified by:** Tuesday 23rd June 2020.

**Interviews:** Date TBC





