

Job Description

Job Title:	Community Partnership Worker
Responsible to:	Children Young Person and Family Service Lead
Accountable to:	Director of Care

Job Purpose:

The role will work as part of our family team and will develop a peer support programme and youth leadership programme, both with the aim to increase grief literacy. The role will also work in partnership across the region to ensure that the support given by community organisations and schools to bereaved siblings is "grief literate".

The role will lead in the identification, development and management of community partnerships across Acorn's geography and build and maintain strong relationships with key organisations, clubs and groups. The role is to help develop a compassionate communities approach to palliative and end of life care for the communities Acorns serves.

Main Duties:

1. Undertake comprehensive asset mapping across Acorns geography to identify existing community assets
2. Responsible for the creation of digital resources, codesigned by young people.
3. Responsible for the creation of resources which will cover the topics and areas that matter most to young people and have resources and links to other useful organisations and information. Included in these resources will be guides for parents on how best to support their grieving child.
4. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy
5. Effectively monitor and evaluate outcomes to ensure alignment to community investment objectives, robustly recommending remedial action where required.
6. Develop, manage and capacity build community organisations to deliver programmes that support the needs and aspirations of the local community and meet the objectives of Acorns.
7. Identify external funding opportunities through partnership working.
8. Establish and maintain strong relationships with our communities
9. To facilitate community meetings, workshops and focus groups, to support a public health approach to palliative and end of life care.
10. Prepare quarterly reports on activities and connections
11. Establish, develop and maintain effective working relationships with all colleagues
12. Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role.
13. Ensure all core and mandatory training is completed and kept up to date.
14. Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

15. Completion of annual appraisals– fulfilling own responsibility for appraisal process and agreed personal development/ training plan.
16. To report incidents, near misses and potential complaints in line with Acorns policy and procedures.
17. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It is everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Three decorative shapes: a green triangle, a blue circle, and a purple square, all with a hand-drawn, slightly irregular appearance.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Person Specification: Community Partnership Worker

	Essential	Desirable
Qualifications	> Good standard of general education as a minimum key skills in English and Maths	
Experience	> Demonstrate experience in developing community partnerships > Demonstrable passion for community-oriented working, with a firm commitment to equality, diversity and inclusion	> Knowledge of resources and services available within the community > Knowledge of safeguarding process and adhering to safeguarding policies and procedures
Skills and Ability	> Strong understanding of work-based working and asset-based community development/compassionate communities principles and practices > Ability to engage and collaborate with a diverse range of stakeholders, partners and community members with strong inter-personal skills > Ability to provide engaging and empathic stories and other possible marketing collateral to demonstrate human and social impact > Strong ability to work both independently and autonomously and as part of a team > Awareness of health and safety in the workplace > Excellent communication skills (oral and written) > Competent IT skills > Competent to work within a team setting > Knowledge of the needs of a multicultural, socially diverse population > Knowledge of procedures related to safeguarding adults and children	
Behaviours	> Positive attitude to service development and Children's Palliative Care > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success	

Terms and Conditions of Employment

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Responsible To:	Children Young Person and Family Service Lead
Accountable To:	Director of Care
Location:	Acorns for the Three Counties Hospice 350 Bath Road Worcester WR5 3EZ
Salary:	Acorns Pay Level B
Notice:	8 weeks
Hours:	30 hours per week
Holidays:	27 days plus statutory bank holidays (pro rata)
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.