



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Community Researcher	Role Profile Number: P/A
Grade: K	Date Prepared: February 2015
Directorate/Group: Adult Services, Public Health – Community Health and Wellbeing	Reporting to: Healthy Communities Manager
Structure Chart attached:	No

Job Purpose

To research, identify and record the times, dates and venues of Community activity. To visit local groups, document their activity and connect with key contacts within the group. To share local insights with the Community Health & Wellbeing team and gain information for signposting and intuitive data for the 'Local Offer'. To take part in community research projects which will inform service design and evaluation. To support local people access groups and activities.

Key Accountabilities

1. To support the work of Live Well Swindon and the Community Health and Wellbeing service
2. To work independently in communities to identify and describe existing local activity.
3. To visit groups and get a sense of accessibility which can be shared with workers, volunteers and local people.
4. To connect with key contacts in existing groups and support them to be a point of contact for potential new members.
5. To host "community activities" in venues across Swindon – creating spaces where people feel comfortable and supported to contribute and share ideas.
6. To offer support to individuals to attend groups and services
7. To undertake research projects which will inform and benefit the Community Health and Wellbeing team and inform future project design.
8. To share information regarding formal and informal health, wellbeing and lifestyle activity and contribute to the Local Offer website.
9. To promote positive lifestyle choices and volunteering in the community, offering detailed local knowledge and information for signposting.
10. To record activity and collect relevant data and case studies.
11. To organise own diary and weekly activities with advice and guidance from the line manager.

Supplementary Accountabilities

1. Ensure that any identified personal training needs are discussed line manager and regular supervision sessions are attended
2. Participate in relevant training, information briefings and events as and when required as part of continuous professional development
3. Be a champion for equality and diversity in all areas of work
4. Have regard for your own and other's health and safety as per Swindon Borough Council's policies

Knowledge & Experience

- Experience of working or volunteering in a community setting
- Knowledge of the local area or a particular community group
- Awareness of the benefits of volunteering, community participation and health and wellbeing
- Ability to treat information in a confidential manner
- Awareness of the barriers that people face and the potential solutions

Qualifications

- GCSE Maths and English or equivalent

Decision Making

- Ability to learn, be open to change and to demonstrate a "can do" attitude.
- An ability to solve problems
- Ability to work on your own initiative and also work collaboratively as part of a wider team.
- Ability to fully involve community members in the development of their own ideas and plans to reduce social isolation.
- Ability to priorities and manage a changing workload with support using a wide range of strategies

Creativity and Innovation

- Readiness to acquire new knowledge and understanding
 - Willingness to learn new skills
- Ideas around creative community- led problem solving

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed None	Responsibility	No
	Asset Responsibility:	No

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Contacts and Relationships

- Ability to work as a team player
- Confidence to work alone
- Enthusiastic about meeting new people
- Excellent Communication Skills
- Understanding of equalities issues and the needs of a diverse community
- Ability to make connections and signpost effectively
- Ability to share insights and information

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- Working with diverse people who may have complex needs and or similar long term health conditions
- People struggling to cope with their physical or emotional wellbeing
- Dealing with potential safeguarding concerns

Enhanced DBS disclosure would be required.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	