

Project Officer - Micro Provider Project - Independence & Wellbeing Team (IWT)
Adult Social Care - secondment/fixed term opportunity for up to 18 months due to the Micro Provider Project.

Salary: Band: 7, £32,061- £36,363 p.a, pro rata.

37 hours per week (although part time hours would be considered, no less than 30 hours). Please indicate on your application the hours you will be applying for. There may be occasional weekend and/or evening work.

The Service

Adult Social Care's Independence & Wellbeing Team aims to support Portsmouth residents to:

- a) retain their independence and quality of life.
- b) keep well.
- c) avoid social isolation and loneliness.
- d) have a sense of purpose.
- e) build and promote community.

The Service uses asset-based community development (ABCD) to strengthen local communities through recognising, identifying and utilising existing 'assets' i.e., skills, knowledge, time, resources etc. that individuals and communities have, to build community capacity.

We work to core community development principles with co-production and a strength-based approach being central to all work:

The work base is the Civic Offices however, depending on service need, you may be required to work in the PO1 - PO6 area.

What is the role?

The Micro Provider project officer is required to support the delivery of the Micro Provider Programme project. The project will be led by the Team leader, but you will be expected to work closely alongside contributing to the planning, development and delivery of the programme.

The purpose of the project is to empower local individuals and community organisations to create small, sustainable enterprises that deliver innovative, person-centred care and support, particularly for those who require assistance at home or within their local communities.

Duties of the post:

As part of this role, you will be expected to:

- Identify and support local individuals in establishing micro-enterprises that deliver care and support services in a safe, legal and professional manner.

- Develop and maintain strong working relationships with local stakeholders and community organisations
- Provide guidance, encouragement, and practical assistance to potential enterprises
- Help create a diverse local marketplace of care and support options.
- Promote the Micro-providers Programme through face-to-face engagement, digital platforms, and telephone communication.
- Promote the benefits of community micro-enterprises to the wider social care team.
- Identify appropriate locations for promotion.
- To collaborate in the development and implementation of documents, web content and innovative ideas.
- Create networking opportunities for micro providers and potential new enterprises.
- Maintain accurate records and keep up to date.
- To design and/or deliver activities, training, presentations and workshops.
- Undertake any other duties relevant to the post including working flexibly to cover the needs of the business.

Who is the person?

You need to demonstrate the following:

1. An understanding of Adult Social Care - with a desire to innovate and improve it.
2. Strong interpersonal skills - able to connect with people from all walks of life.
3. Be community-minded - passionate about local solutions and grassroots change.
4. Be creative and proactive - able to spot potential and nurture it.
5. Be organised and self-motivated - capable of managing a varied workload independently.
6. Be passionate about supporting people with a strength-based approach.
7. An understanding of Asset Based Community Development.
8. Able to understand legal frameworks around HMRC, CQC, Insurances and other regulatory requirements.
9. Enthusiastic and a commitment to supporting the aims and values of the project.
10. Good listening skills and a positive outlook.

11. Good knowledge of safeguarding.
12. Excellent IT skills including, but not limited to, proficiency in Microsoft Office 365 software.
13. Be adaptable and able to work flexibly to meet business needs, with occasional evening and weekend work to meet potential micro providers and for promotional outreach activity.
14. To be a car driver with daily access to a car as you will be moving promotional material across the City.

Additional information:**How to apply:**

Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had.

If applying as a secondment, please obtain your managers permission and state in your personal statement that this has been given.

If you would like an information conversation around the post please contact Nicola.Jones@portsmouthcc.gov.uk

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.