

C3 Collaborating for Health

Job vacancy

CHES plan co-ordinator

C3 Collaborating for Health is seeking to appoint an enthusiastic and committed Local Project Co-ordinator in Boscombe West to manage the implementation of a community designed action plan, which forms part of the ASPIRE project in Boscombe. If you are passionate about the benefits of health and wellbeing, a healthy diet and physical activity, and have the motivational skills to engage your community, then this role could be ideal for you. BCP Council are supporting C3 in this recruitment process, and will be working closely with the successful applicant.

JOB TITLE: CHES plan co-ordinator.

HOURS: 12-20 hours per week (depending on availability.) We welcome flexible working requests, and we are a family-friendly organisation.

SALARY: £27,500 FTE (pro rata).

CONTRACT: Part-time, fixed term for 18 months, (from appointment to the post.) We would like to recruit ASAP.

LOCATION:

Boscombe West. Because of the ongoing Covid-19 pandemic, remote home working will be required, at least initially.

APPLICATION PROCESS: Please forward a current CV with references and a covering letter describing how you meet the requirements of this role (see 'skills and abilities' section, page 4) by Tuesday 16 February. Interviews will be held on Zoom in late Feb 2021. Please email your application to Elisabeth Morgans elisabeth.morgans@c3health.org. Should you have any questions about this role, please contact Elisabeth to arrange a chat.

What is ASPIRE

ASPIRE (Adding to Social capital and individual Potential In disadvantaged REgions) is a multi-partner project that is happening across Southern England and Northern France, which aims to tackle the issues of obesity and employment holistically. This €10 million Interreg VA Channel project runs from **September 2019 to February 2023**. Boscombe, Bournemouth is one of three English hub sites in the ASPIRE project.

ASPIRE will give obese/overweight and/or unemployed people the tools they need to make healthier lifestyle choices and improve their employability. The project will:

- encourage a '*grow your own, eat your own, sell your own*' ethos inspiring a new model;
- holistically combine the necessary support to increase employability with access to local healthy food produce;
- be implemented at community 'hubs';
- use innovative technology at hub sites to enable participants to improve their relationship with food and provide them with the skills and support they need to gain access to the employment market.

Director: Christine Hancock

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C3 Collaborating for Health is a registered charity (no. 1135930)
and a company limited by guarantee (no. 6941278), registered in England and Wales.

ASPIRE in Boscombe

The Bournemouth ASPIRE project is managed by BCP Council and is based in Boscombe. The ASPIRE project in Boscombe will see the creation of a new food hub in an existing green space in the ward of Boscombe West: Churchill Gardens. This hub is due to be opened in May 2021 and aims to enable greater engagement with the target community in Boscombe, as well as to provide a significant legacy after ASPIRE has been completed. This building will be a community hub providing community members with opportunities to gain skills and confidence with food, whilst increasing community cohesion. The hub will include a community café and create a space within the community which will offer local people access to locally grown produce and affordable sustainable food, opportunities to learn how to grow, prepare, cook and store food, and be a catalyst for food based social enterprise. The hub will also act as a pilot and hopefully a catalyst for similar hubs throughout the Programme area.

Please contact martha.searle@bcpcouncil.gov.uk for information regarding the hub and the ASPIRE project.

What is C3 Collaborating for Health?

C3 Collaborating for Health is a global NGO whose vision is for a world where there are no premature or preventable deaths from chronic non-communicable diseases (NCDs), and where people find it easier to live healthy lives (www.c3health.org).

C3 utilises an innovative process to shift decision-making to local communities by engaging them in an investigation about their health in relation to their environment. Central to C3's community projects is CHESS (Community Health Engagement Survey Solutions), an evidence-based mobile application used with Android tablets. CHESS equips community members to collect quantitative data on local assets, such as spaces for physical activity and places for food shopping or eating, such as supermarkets and restaurants, that make an area conducive to good health (or not!) C3 then leads community members in interpretation of this data during an insight session.

C3's role in the ASPIRE project has been to engage with communities in the early stages of the project using CHESS, at each of the seven hub sites across England and France. In 2020 C3 led residents on a community walk using CHESS around Boscombe West. The data collected was used to facilitate the design of a CHESS action plan of priorities for Boscombe residents. C3 would like to handover the management of the implementation of the CHESS action plan to a Boscombe resident, and will provide remote support to the CHESS plan co-ordinator, with additional oversight from BCP Council.

Key Responsibilities of the Boscombe CHESS plan co-ordinator

- To act as the key point of contact in the community for the implementation of the CHESS action plan.
- To support and promote the overall Boscombe ASPIRE project and ASPIRE activity in the implementation of the CHESS action plan.
- To co-ordinate and manage the implementation of the CHESS action plan. Key priority actions include:
 - To create opportunities for physical activity in Churchill Gardens;
 - To create more growing opportunities;
 - To improve communication about what is happening in Boscombe;
 - To provide cookery classes;
 - To engage local businesses in the project; and
 - To organise community events.
- To monitor levels of engagement by Boscombe residents in activities relating to the CHESS action plan, which may include:
 - attendance records for activities;

- an overall register of recruits;
 - evaluation of effectiveness of learning or written feedback from participants;
 - social media analytics/ communication analytics.
- To design, plan and undertake outreach and consultation work (such as door knocking, questionnaires, meetings with communities and voluntary groups, etc.) in order to maximise inclusion and reach in the activities that relate to the CHESS action plan.
 - To produce effective communication materials relating to the activities in the CHESS action plan using a variety of media – emails, leaflets, social media – as appropriate for the community.
 - To explore, with C3, additional funding streams post project delivery to enable capacity building, qualifications, training and skills development for local residents, facilitating future work, volunteering and peer-to-peer support within the community.
 - To build up and maintain a database of contacts within the community (the project's success relies on engagement with the community so having a clear understanding of key members of the community will be vital.)
 - To build and maintain good working relationships and trust within the community and BCP Council.
 - To work closely and collaboratively with BCP Council to support the overall ASPIRE project activity.
 - To work within the operational and policy framework of the host organisation, including Health and Safety, Child Protection/Vulnerable Adults, Data Protection, Equal Opportunities and Risk Assessment policies.
 - To alert BCP Council and C3 about any issues, such as concerns about individuals or work in the community and seek support and advice as appropriate.
 - To undertake any other duties relevant to the post.

Skills and abilities

Requirements	Essential	Desirable	Assessed
Qualifications	<ul style="list-style-type: none"> • Educated at NVQ level 3 or equivalent in a relevant field • Good working knowledge of MS office • Willingness to undertake further training as required 	<ul style="list-style-type: none"> • Higher education qualification • Health and/or physical activity based qualification 	CV
Knowledge	<ul style="list-style-type: none"> • Can demonstrate commitment to equality and diversity • Knowledge of locally-based community and voluntary sector organisations and services • Good knowledge of the relevant local area • Able to demonstrate an understanding of health issues affecting the local community • An understanding of the principles of health and healthy lifestyle choices • Ability to maintain confidentiality • Understanding of Health and Safety, Child Protection and Vulnerable Adults Procedures, Data Protection and Risk Assessments 	<ul style="list-style-type: none"> • Knowledge of local data • Knowledge of local funders and funding streams • Ability to speak one or more local community language 	CV, CL
Skills	<ul style="list-style-type: none"> • Minute-taking • Managing and chairing/facilitating inclusive meetings • Able to develop professional relationships with diverse individuals and communities, across all abilities, backgrounds and ages • Excellent communication, listening and interpersonal skills • Ability to empower individuals and groups • Ability to prioritise and organise own workload • Good planning and organisational skills • Ability to think creatively and have a positive outlook • Able to work to deadlines and remain calm and collected under pressure 	<ul style="list-style-type: none"> • Workshop facilitation 	CL, ZI

	<ul style="list-style-type: none"> • Ability to work flexibly and to adapt to the needs of the community and the project as it develops 		
Experience	<ul style="list-style-type: none"> • Admin and clerical experience • Collecting, collating, monitoring and evaluating data • Developing presentation materials (specific to the community) • Experience of working within a team and on own initiative • Experience of managing petty cash and small funds 	<ul style="list-style-type: none"> • Experience of writing fundraising bids • Experience of facilitating workshops or discussion groups 	CV, CL
Other requirements	<ul style="list-style-type: none"> • A resident of Boscombe West, living within 1 mile of Churchill Gardens. • Self-motivated • Willingness to work flexibly, and on occasion outside normal working hours • Good problem solving skills • Willingness to travel around the neighbourhood 		CL, ZI

CV= Curriculum Vitae

CL= Covering Letter

ZI = Zoom Interview