

### Job Description

Job Title: Coproduction, Inclusion and Involvement Manager

POSCODE:

Grade: 3

### Overall purpose of the job

Changing Futures Cambridgeshire and Peterborough is an ambitious new partnership programme, working to improve the experiences of people facing multiple disadvantage, by enabling them to guide professionals across Cambridgeshire and Peterborough in transforming local services and systems to achieve social, economic, and environmental sustainability.

This work is supported by the Programme team who will work collaboratively with the wider system to plan, implement, and deliver the identified outcomes and benefits of the change and improvement portfolio.

We are looking for a new Coproduction, Involvement and Inclusion Manager to support the experts by experience we work alongside and champion coproduction across our system.

The post holder will work with partner agencies to identify adults who are in need of a co-ordinated intervention, are currently at risk and are not engaging with or accepting service support; utilising the “New Directions” Team Assessment to take referrals, prioritise work planning, and review intervention outcomes prior to ending involvement with an adult. The postholder will lead, effectively manage and develop the Counting Every Adult (CEA) Team as they transition to the Trusted Person’s Approach, taking into account the demands of the local community, demands on partner agencies and to ensure strategic development is in line with national agenda.

We welcome applications from people with experience of issues including homelessness, substance misuse, mental health problems and/or contact with the criminal justice system. If you have experience and knowledge of inclusion and coproduction, are excellent at building and maintaining relationships, able to challenge while working as part of a team, and open to sharing your expertise as well as learning from others, we would love to hear from you.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	<p>Coproduction Networks</p> <ul style="list-style-type: none"> <li>• Establish and facilitate five networks consisting of experts by experience to come together and identify barriers across the system.</li> <li>• Work with partners to identify experts by experience to expand and diversify these networks</li> <li>• Develop and implement action plans around each network</li> <li>• Share barriers and learning with the Systems Leadership, Learning and Development Manager</li> </ul>
2.	<p>Work with, influence and negotiate with organisations across the system to develop their methods and uses of coproduction, championing, encouraging, and supporting partners across the system to engage in coproduction.</p>

3.	To provide information, advice and guidance to all agencies to support with their work around engagement with adults who experience multiple disadvantage. To connect people together who are able to best support the adults and achieve positive outcomes.
4.	Develop the 'buddy system', giving Experts by Experience the support to share their experiences and learnings in Coproduction groups, Change Forums, Strategic Groups, and other spaces.
5.	Provide feedback to experts by experience, showing them how their contribution has been used to improve the system. Work with experts by experience to see how they can best fit into system work.
6.	Ensure the continued development of information systems which collate data that support the analysis and measurement of the success of coproduction and the trusted person model; evidencing the outcomes achieved and sharing learning.
7.	The provision of line management and leadership to three Case Coordinators.
8.	Leading on the development of the trusted person model, disseminating learning, and engaging partners in the process.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
Degree in a relevant subject or equivalent experience	<b>E</b>
Evidence of continuous improvement	<b>D</b>

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Coproduction	<ul style="list-style-type: none"> <li>Knowledge of coproduction best practice</li> <li>Knowledge of the Trusted Person's Model / Approach</li> </ul>	Essential  Desirable
Legislation, government policy and practice guidance.	<ul style="list-style-type: none"> <li>In-depth knowledge of all applicable legislation, government policies and guidance, including Safeguarding Adults, Making Every Adult Matter (MEAM); housing and the factors which support the achievement of positive outcomes for adults with complex and multiple needs</li> </ul>	Essential
Anti-discriminatory Practice	<ul style="list-style-type: none"> <li>In-depth knowledge and commitment to issues of equality, diversity, and anti-discriminatory practice.</li> </ul>	Essential
Service Standards	<ul style="list-style-type: none"> <li>The use of quality monitoring processes, and best practice standards to establish a culture of continuous improvement to promote and improve outcomes for adults with complex and multiple needs</li> </ul>	Essential
<b>Skills</b>		
Communications	<ul style="list-style-type: none"> <li>Excellent communication skills, demonstrable ability to communicate</li> </ul>	Essential

	<p>effectively with external partners, senior leaders, and individuals with lived experience.</p> <ul style="list-style-type: none"> <li>• Strong interpersonal and advocacy skills, with the ability to influence and persuade partners effectively.</li> <li>• Demonstrable ability to translate complex ideas and communicate them to senior external partners and service users</li> <li>• Ability to deliver high quality formal reports and presentations within tight timelines.</li> <li>• Ability to organise, plan and deliver stakeholder engagement activity (such as focus groups, workshops, surveys and interviews), with the support of others, to ensure views and requirements are captured.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Evaluation and Monitoring	<ul style="list-style-type: none"> <li>• Experience of collating and analysing data, developing methods and tools to measure and monitor quality and performance, and use of the outcomes to drive improvements.</li> <li>• Experience of reporting findings, and recommendations including the writing and presentation of reports to diverse audiences.</li> <li>• Experience of developing and monitoring of Action Plans.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Line Management	<ul style="list-style-type: none"> <li>• Experience of leading a team and providing effective line management</li> <li>• Extensive knowledge of managing, motivating, mentoring and developing teams</li> </ul>	Essential
Working with people	<ul style="list-style-type: none"> <li>• Substantial experience of working with, listening to and responding to the needs of adults with complex and multiple needs, and their family/social network; to support individuals to resolve problems, agree their own goals/objectives within realistic timescales and review progress.</li> </ul>	Essential
Partnership Working	<ul style="list-style-type: none"> <li>• Experience of managing stakeholder relationships within complex projects and an ability to build strong, professional networks and</li> </ul>	Essential

	relationships, inspiring others to deliver of their best. <ul style="list-style-type: none"> <li>Ability to work as part of a team, sharing knowledge and experience, recognising the strengths and weaknesses of others, and constructively challenging to achieve productive outcomes.</li> </ul>	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

#### Disclosure level

What disclosure level is required for this post?	None	Standard
	<b>Enhanced</b>	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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