

## Job Description

### Co-production Facilitator

<b>Service:</b>	Co-production – Health and Well-being
<b>Responsible to:</b>	Chief Executive
<b>Salary range:</b>	NJC spinal column points 21-25
<b>Normal hours of work:</b>	35 hours per week, with flexibility for engagement with local people
<b>Holiday entitlement:</b>	28 working days
<b>Principal place of work:</b>	Innovation Forum, 51 Frederick Road, Salford M6 6FP
<b>Contract length:</b>	20 months

#### Job summary – main purpose of the post:

To recruit and facilitate local people to generate ideas, engage with decision-makers, and co-design solutions. To present proposals and progress reports, and support marketing and media engagement.

#### Main duties:

##### 1. Recruit and induct local people.

- Recruit local people, with particular regard to diversity and to inclusion of those whose voices are less heard or not heard and/or who have less agency.
- Induct local people as participants in the project.

##### 2. Facilitation.

- Convene assembly, enabling people to get to know each other, their strengths and wisdom.
- Create playful environment and explore priority areas.
- Facilitate the generation of initial ideas and concepts to address priority areas.

##### 3. Enable engagement with professionals and decision-makers.

- Facilitate engagement of local people with 'decision makers' / professionals to growing trust and mutual respect.
- Support participants to recognise local assets and opportunities.
- Facilitate the development of the ideas and concepts into testable solutions and early 'win-wins'.

##### 4. Support the presentation of proposals.

- Support the presentation of proposals to the Health and Wellbeing Board and/or other appropriate body.
- Support the exploration of various funding sources, such as in partnership with the private sector, researchers and regional, national or international sponsors, as appropriate.

##### 5. Enable the co-design of solutions.

- Plan for co-design of the solutions identified.
- Facilitate co-design of the solutions.

- Negotiate the embedding of the solutions into the Locality Implementation Plan.

**6. Reporting, marketing and media.**

- Produce regular progress reports and a final project report.
- Co-operate in the presentation of the project process and solutions.
- Support marketing of the project and media engagement.

**General work-related expectations – for all staff.**

1. Work within the organisation's mission and values.
2. Contribute to organisational planning and development.
3. Work in accordance with all policies and procedures of the organisation.
4. Work in accordance with all relevant legislation.
5. Contribute to the organisation's marketing and publicity.
6. Undergo regular supervision and an annual appraisal.
7. Identify and do learning and development, as appropriate.
8. Undertake any other duties appropriate to the post, as required.

# Person Specification

## Co-production Facilitator

Requirements	Essential/ Desirable	Method of Assessment
<b>1. Skills and competencies</b>		
(a) Excellent facilitation skills	E	A / I / E
(b) Extremely good listening and communication skills	E	A / I / E
(c) Extremely good at engaging and working with people from diverse backgrounds, recognising their varied motivations and behaviours	E	A / I / E
(d) Strong ability to recognise the strengths and talents of individuals	E	A / I / E
(e) Strong ability to develop and design practical solutions	E	A / I / E
(f) Strong project and planning skills, including for risk management	E	A / I / E
(g) Excellent communication skills in English – written, verbal and listening	E	A / I / E
(h) Strong ability to influence, persuade and negotiate, including to manage conflict	E	A / I
(i) Good information management and presentation skills	E	A / I / E
(j) Good information technology skills, including for social media	E	A / I / T
<b>2. Knowledge – type and depth</b>		
(a) Good understanding of the principles and practice of co-production	E	A / I
(b) Good understanding of the determinants of health and well-being	E	A / I
(c) Strong understanding of approaches based on the existing strengths and assets of communities	E	A / I / E
(d) Good knowledge of the issues facing people in disadvantaged communities	E	A / I
(e) Good knowledge of Salford, its communities and the contexts in which they live	D	A / I
<b>3. Learning and development – type and depth</b>		
(a) Good record of ongoing personal development and learning (formal or informal)	E	A / I

<b>Requirements</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
(b) Commitment to further learning and personal development	E	A / I
<b>4. Experience – <i>quality and relevance</i></b>		
(a) Track record of delivering to targets and outcomes within specified timescales	E	A / I
(b) Proven experience of working with people from disadvantaged communities	E	A / I / E
(c) Experience of engaging with local businesses	D	A / I
(d) Experience of engaging with public service organisations and professionals	D	A / I
(e) Experience of engaging with voluntary and community organisations	E	A / I
<b>5. Personal qualities and circumstances – <i>essential and directly relevant to post</i></b>		
(a) Strong affinity with the mission and values of the organisation	E	A / I
(b) Awareness of own strengths and weaknesses, with good time management skills	E	A / I
(c) Resilience in the face of challenging circumstances	E	A / I
(d) Comfortable working alone, using own initiative and self-motivation	E	A / I
(e) Personal commitment to equity and diversity across society	E	A / I
(f) Ability to travel easily around the City of Salford	E	A / I
(g) Willingness to work occasional unsocial hours (such as evening or weekend)	E	A / I

A = application form  
E = exercise  
I = interview  
T = test