

Co-production Officer Job description

Job Title: Co-Production Officer

Salary: £38,000 pro-rata

Hours: 21 hours per week including occasional evenings and weekends.

Duration: Fixed term contract for 12 months

Location: The Dawes Road Hub, 20 Dawes Road, Fulham London SW6 7EN

Reporting to: Head of Engagement and Partnership, Deputy CEO

Introduction

Co-production is about a new way of doing things together and building a new partnership between statutory services, residents and the voluntary sector. It's an exciting time in Hammersmith & Fulham, as coproduction is becoming the driving force for how decisions are made and services are developed.

At Sobus, we want to ensure the VCS are fully and meaningfully engaged in coproduction opportunities. We want to develop coproduction activities with statutory organisations, which enable and empower the voice of the VCS, and to build the skills and capacity of VCS orgs to coproduce their own services with local residents.

We are seeking an individual who is passionate about coproduction and the VCS to help take this work forward.

Main Purpose of Job:

1. To support the development of a collaborative environment for co-production with/between the VCS and statutory providers, with a focus on addressing health inequalities in the London Borough of Hammersmith & Fulham
2. To co-lead an approach of co-production that ensures the VCS communities and residents they support are at the heart of the design, delivery and evaluation of health services and activities.
3. To develop and embed a culture of VCS engagement at both strategic and operational levels that is inclusive and drives empowerment and collective decision-making in a structured and coordinated way.
4. To participate in a range of forums advocating co-production approach in tackling health inequalities
5. To develop the skills, capacity and commitment to coproduction within the VCS to ensure residents are at the heart of the design, delivery and evaluation of local VCS services and organisations.

Duties and Responsibilities

1. Act as a subject matter expert, working as part of a team alongside Sobus, LBH&F, Hammersmith & Fulham Health & Care Partnership to raise awareness and develop skills and support and strengthen connections for coproduction opportunities in Hammersmith & Fulham.
2. Help develop and support activities and training on coproduction for VCS organisations, to enable their engagement in local coproduction opportunities, and to develop coproduction processes within their own organisations and services.
3. To develop, motivate and maintain key relationships across multiple Hammersmith and Fulham stakeholders and communities, championing co-production and strength based approaches
4. To work along the principles of equalities, diversity and inclusion in promoting and developing a co-production approach
5. Work as part of a team approach, through continuous collaboration across the wider system, to ensure co-production underpins the improvement and innovation of service, strategy and policy development.
6. Work as part of a team to develop and implement frameworks, materials and approaches that support co-production
7. Ensure excellent communication between community and statutory stakeholders and partners
8. Support research and analysis that helps define best practice and use this to assist in the review of current practice and refine delivery going forward
9. Conduct information gathering and data analysis as part of robust decision making
10. Provide regular monitoring reports and information, including analysis and advice
11. Maintain personal and professional development relevant to the changing demands of the role
12. Such other duties at a comparable level of responsibility as determined by the Head of Engagement and Partnership and Deputy CEO

Person Specification: Co-Production Officer

	Essential	Desirable	How assessed*
Abilities, Values and Personal Attributes			
1.1 A demonstrable commitment to the values of Sobus	✓		AF/INT/R
1.3 Positive work ethic: professional, enthusiastic, conscientious, adaptable, flexible and self-motivated	✓		AF/INT/R
1.4 Creative and innovative with drive and energy to succeed	✓		AF/INT/R
1.5 The ability to engage individuals from diverse communities and backgrounds, and to be able to deal tactfully but assertively with a wide range of individuals	✓		AF/INT/R
1.6 The ability to work under pressure and to manage the conflicting demands on the role.	✓		AF/INT/R
Qualifications			
2.1 Relevant degree or three years equivalent experience		✓	AF/Cert
Skills & Knowledge			
3.1 Practical and detailed understanding of co-production and the value of lived experience	✓		AF/INT/R
3.2 Practical knowledge of co-production methods and practices and the ability to support others to develop these skills through 1-2-1, training, workshops etc.	✓		AF/INT/R
3.5 Excellent communication and interpersonal skills, both oral and written.	✓		AF/INT/R
3.6 Excellent presentation skills including communicating to a variety of audiences	✓		AF/INT/R
Experience – we would expect you to be able to meet <i>at least some</i> of the desirable criteria			

4.1	Demonstrable experience in facilitating groups – both virtually and face to face	✓		AF/INT/R
4.2	Demonstrable experience in delivering co-production activities with a range of participants	✓		AF/INT/R
4.3	Proven track record of building and maintaining strong relationships with a range of stakeholders	✓		AF/INT/R
4.4	Experience of identifying linkages across a range of partners and influencing service design or delivery through co-design and co-production.	✓		AF/INT/R
4.7	Supporting social and organisational change activities and projects successfully across a range of stakeholders.		✓	AF/INT/R
Other Requirements				
5.1	Able and willing to work occasional evenings and weekends	✓		AF/INT
5.2	Ability to travel efficiently within the city and occasionally wider afield	✓		AF/INT

* Key to how skills are assessed

AF = Application Form

INT = Interview

R = References