

JOB DESCRIPTION

Job Title	: CRT Together Partnership Officer
Reporting to	: Development Manager – CRT Together
Supervision/Management of people	: Small team (Team Support Officer)
Based at	: Aneurin Bevan House but covering the Aneurin Bevan University Health Board area.
Delivery areas	: Trust programmes
Salary	: £39,191.87
Benefits	: Contributory Pension, Generous Holiday Allocation, Wellbeing Offer

Purpose of the Post

This is a mixed role – developing partnership links and building capacity to develop cancer support services in AB UHB. The CRT Together Partnership Officer will play a vital role in the CRT Together programme in the geographical area of Aneurin Bevan University Health Board by building and maintaining relationships with key stakeholders, establishing referral pathways, and ensuring individuals living with cancer have access to appropriate services and support. The role requires strong communication skills, partnership working, and a commitment to improving the lives of people impacted by cancer in socio-economically disadvantaged areas through a co-productive and person centred approach. Supporting the development of services to bridge the gap in provision to ensure equity throughout our communities.

To create and manage a pool of volunteers who will take forward the legacy of programme.

To provide high quality community development support; supporting the Trust's Strategy to assist in protecting and developing community assets and services.

To assist the Trust to identify and participate in a key number of local and national strategic partnership projects, programmes and initiatives which have the potential to make a special contribution to the regeneration of coalfield communities.

To collaborate with stakeholders to identify gaps in services and co-produce solutions to address them.

Manage referral data in line with the Trust's Team Support Officer.

To contribute towards the delivery of the Trust's Strategy, Operational plan and overall objectives by delivering approved programmes to meet: spend, output and outcome targets. To liaise with other programme staff and departments to co-ordinate project activity and investment opportunities and contribute to corporate goals, ensuring the Trust delivers excellent capacity building support and quality investments.

Gather feedback from participants and partners to inform programme development and improve service delivery.

To assist in the preparation and presentation of reports. To prepare reports for internal and external

stakeholders, highlighting successes, challenges and areas for improvement. Represent CRT Together at meetings, forums, and events to raise awareness of the programme.

To contribute to the promotion and marketing of the Trust's activities in Wales. To ensure consistent messaging about the CRT Together programme and its benefits through the implementation of the Communication Plan. Actively promote the programme and discuss best promotion of the programme on all social media platforms.

Support community events, drop-ins, and outreach activities to promote the programme in the key Health Board areas identified.

Main Requirements of the Post

Line Management – Directly manage and support individual employee(s) and volunteer(s), overseeing performance, setting and reviewing annual objectives, identifying knowledge gaps and arrange relevant training. To undertake other appropriate tasks within the context of the overall objectives of the post.

Creativity & Innovation – Regular use of creative skills to resolve, routine issues encountered within the role and amend existing approaches/procedures to fit in with evolving needs and comply with new legislation; interpreting a general framework of procedures when required.

Contacts & Relationships - Routinely exchange information and provide clear explanations/detailed advice on general and specialised matters; tailoring the communication accordingly without lessening comprehension. Use specialist knowledge to identify the best course of action, weighing pros and cons and clearly explaining the reasoning behind the proposed course of action. The role may involve public speaking to a mixed interest group. The role will also require influencing skills and being diplomatic in sensitive situations.

Situations encountered are generally routine but on occasions may not be straightforward. The outcome can have a material effect on the person, service or organisation contacted.

Decisions - Make decisions from within established parameters, referring to guidelines which will have a material effect on internal operations. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are very difficult, unusual or require specialist input.

Resources – Accountable for the use and safekeeping of data systems and small items of equipment, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands – Able to regularly switch from one task to another, in a different area of work and occasionally resolve conflicting priorities/resource needs.

Knowledge & Skill – Good standard of knowledge and skills to undertake advanced tasks relating to the management of a variety of programmes for instance grant management, development support and asset transfer.

Able to manage programmes and projects.

Provide governance and community development support to the voluntary sector.



A detailed understanding of current: policy, funding and investment regimes.

Authorities of the Post

The Trust's Senior Management Team have assigned authorities for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.