



Prosper

Investing in a fairer Wakefield district

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Community Insight Co-Ordinator

About Prosper

Prosper is the largest independent grant maker in the Wakefield district. Through our grant making programmes, we are committed to improving people's lives by tackling the causes of poverty and supporting the VCSE to deliver vital services.

For over 200 years, we have been transforming communities across Wakefield and remain one of the few independently run and funded organisations in the area. Driven by our vision of investing in community health and wellbeing, we improve lives through our grant making programmes, funding partnerships, investment in community interviewers and journalists, and ongoing research.

We collaborate with partners from all sectors, including businesses that support us through financial investments, skills sharing, capacity building, and volunteering. As one of the VCSE partners in the Wakefield Health Determinants Research Collaborative (HDRC) programme, alongside St George's, Lupset, we are excited to base this crucial role with Prosper.

About HDRC Wakefield

HDRC (Health Determinants Research Collaboration) Wakefield aims to understand the factors affecting health and wellbeing in Wakefield District by creating high-quality, community-driven research. This research will inform better decisions, policies, and actions to improve the quality of life for Wakefield citizens.

It is an innovative partnership involving the VCSE sector, local universities, and the Local Authority. Leeds Beckett University leads our academic partnership, with Sheffield Hallam University supporting our Community Insight workstream. Our team will train and support community researchers and journalists with valuable lived experience of health inequalities

HDRC Workstreams

1. **Core Capacity:** Develop a research function within the Council to enhance staff capabilities, secure external funding, and increase research activity.

2. **Knowledge Translation and Behaviour Change:** Transform research evidence into effective policies and actions, focusing on improving decision-making processes within the Council.
3. **Community Insight:** Build a sustainable model for co-producing research with local communities, empowering residents to participate in and lead research efforts.

By the end of the five-year HDRC Wakefield programme, we aim to achieve significant cultural change within the Council, increased research engagement, and more effective, evidence-based decisions. Communities will be actively involved in research influencing policies that affect their lives.

About The Role

The Community Insight Co-ordinator will be a key player within the Community Insight team, leading the operational delivery of the Community Insight element of the HDRC programme. Based at The Junction, Horbury, with Prosper as the employer, this role focuses on developing and deploying a team of trained community researchers and journalists.

Job Description

Post: Community Insight Co-ordinator	Reporting to: Chief Executive, Prosper
Responsible for: HDRC Programme: Community Insight	Location: Prosper, The Junction, Horbury, Wakefield WF4 5FH
Salary: £42,000	Post Reference No: P1

Objectives of the Role

1. To lead the operational delivery of the Community Insight element of the HDRC Wakefield programme
2. To support the development, deployment and ongoing management of a team of community researchers and community journalists
3. To collaborate effectively with HDRC partners and wider stakeholders with respect to research prioritisation and delivery
4. To monitor and report progress of the programme with milestones, highlight reports and events

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Main Duties and Responsibilities

1. Development and management of community researchers and journalists

- 1.1 Support with recruitment, training, and deployment
- 1.2 Provide ongoing development and support
- 1.3 Set up and facilitate peer groups
- 1.4 Implement safeguarding policies
- 1.5 Establish and manage a payment and reward system
- 1.6 Administer the annual DBS update checks and any other necessary paperwork

2. Programme delivery and logistics

- 2.1. Develop and coordinate an annual operational plan in partnership with HDRC programme leads
- 2.2. Manage budgets related to the delivery plan and the Community Fund
- 2.3. Oversee the deployment of resources and community researchers
- 2.4. Co-produce approaches with partners and communities
- 2.5. Ensure community researchers and journalists have fair and equal access to opportunities, support and resources

3. Monitoring, Reporting, and Evaluation

- 3.1. Report on progress with milestones, including events and highlight reports
- 3.2. Capture data and produce insight reports to share outcomes and impact
- 3.3. Monitor and evaluate the effectiveness of the programme and delivery plan
- 3.4. To recognise, record and celebrate the contributions and successes made by community researchers and journalists
- 3.5. Keep logs of individual's journeys for sharing and reporting

4. Communications and advocacy

- 4.1. Act as an ambassador for the programme, delivering presentations within communities and the wider VCSE sector
- 4.2. Develop and implement a Communications Plan, including newsletters, social media content, and website updates
- 4.3. Serve as the lead on communications and marketing for community insight, liaising with other members of HDRC Wakefield to ensure cohesive messaging
- 4.4. Liaise with similar roles in other HDRCs in the UK to share and align work

5. Partnership and collaboration

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- 5.1. Work closely with VCSE infrastructure organisations, such as Nova Wakefield District and the Wakefield Community Foundation
- 5.2. Align grant-making opportunities with HDRC Wakefield activities in collaboration with the Prosper team
- 5.3. Engage the business sector for collaborative efforts, skills sharing, and investment

Developmental Nature of the Role

As HDRC Wakefield is a five-year programme starting in January 2024, this role will evolve alongside the programme, with some requirements subject to change.

Closing date: Midnight Sunday 10th November 2024

Interviews will take place on Tuesday 19th November. Applicants shortlisted for interview will be notified by Wednesday 13th November.

For an initial discussion about this opportunity please contact Kath Lindley on 07576 952527 or 01924 373500 or email info@prosperwakefielddistrict.org

Criteria	Person Specification: Community Insight Co-ordinator	
	How Identified	Application (A) Certificate (C) Interview (I) Reference (R) Task (T)
Education and Training	1. English and Maths to level 2 or willingness to gain (E) 2. Business Administration or equivalent qualification (D) 3. Safeguarding training (Children, young people and vulnerable adults) (D)	1. A, C 2. A, C 3. A, C
Knowledge and skills	4. Understanding of VCSE and partner collaboration (E) 5. Understanding of Equality, Diversity and Inclusion(E) 6. Knowledge of Health & Safety, data protection and GDPR (D) 7. Knowledge of Safeguarding (Children, young people and vulnerable adults) (D) 8. Excellent organisational skills with the ability to prioritise own work and demonstrate initiative (E) 9. Basic project management and delivery skills (E) 10. Ability to lead effectively (D)	4. A, I 5. A, I 6. A, I, R 7. A, I, R 8. A, I, R 9. A, I, T 10. A, I, R
Relevant Experience	11. Experience in working in a cross-sector role (D) 12. Experience of working with community groups and volunteers (E) 13. Excellent administration and IT skills (MS Office) (E) 14. Clear communicator (verbal and written) (E) 15. Previous experience of inputting data with high levels of accuracy. (E) 16. Previous experience of event management (D)	11. A, I, T 12. A, I, R 13. A, R 14. A, I, T 15. A, I 16. A, I, R
Approach to Work	17. Flexible (E) 18. Team worker (E) 19. Provide a person-centred approach to community journalist and researcher support. (E) 20. A creative thinker with innovative ideas (E) 21. Always ready to tackle challenges and find solutions (E) 22. Adaptability and flexibility in a dynamic programme (E)	17. A, I, R 18. A, I, R 19. I, R 20. A, I, T 21. A, I, T 22. A, I, R
Attitudes	23. Positive and solution-focused (E) 24. Open to collaboration (E)	23. A, I, R 24. A, I, R

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Prosper's Vision, Mission and Values

Our Vision: A better resourced, stronger, and healthier VCSE sector in Wakefield, which supports thriving communities across the district.

Our Mission: Through its grant and investment funding Prosper will help build communities in which people and local organisations work together to improve health and wellbeing, reduce health inequalities, and tackle the causes and effects of poverty.

Our Values: We are caring, inclusive, transparent, respectful, trustworthy, honest, professional, listening, collaborative, bold, mindful of the needs of others, supportive and valuing of all.

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