

Healthy Communities Project Officer Recruitment Brochure





Welcome to Support Staffordshire

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Introduction

Message from the Chief Executive

Thank you for your interest in working for Support Staffordshire.

Put simply, we want the very best and most talented people to work for us. However, that doesn't mean just those with academic qualifications (though we like them too). It means those who bring experience from all walks of life, in the voluntary sector, from statutory organisations such as councils or the NHS, self-employment and from private business backgrounds. We also really value experience you may have from unpaid voluntary work, being on a committee, a parish council, as an unpaid carer or something else where you have gained skills and experience for life. We want you to perform at your best when applying, and at interview (if we are lucky enough to short list you) – so please just ask if there is anything that is not clear or that you are feeling unsure of.

Joining Support Staffordshire means joining one of the best employers in the county, with family friendly policies and an award-winning commitment to staff health and wellbeing. So, do take a minute to look beyond the salary, as we know working here won't make you a millionaire, but it might offer you priceless other benefits.

If working for us ends up being a match made in heaven you will get the opportunity to make a real difference to the lives of Staffordshire people. Often supporting the most marginalised to get on in life. Giving greater voice to communities and causes that you and others care about. We try our best to live up to our values in all we do, and they genuinely matter to us, so please make sure you read and absorb what they mean to you.

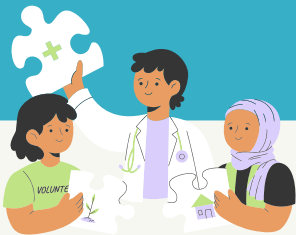
I look forward to seeing how your interest pans out, and meeting the successful candidate soon, so we can keep building a Stronger Staffordshire together.

Yours faithfully

Garry Jones
Chief Executive of Support Staffordshire



Our Values



Community Driven

We believe that people create their own futures together

We **champion** mutual understanding, collective learning & local decision making



Inclusive

We are fair & believe in the potential of everyone

We **support** everyone to achieve their goals, but focus on equity for marginalised people



People Powered

We are positive about people & their talents

We **recognise** everyone's skills, experiences, knowledge, connections, passion & potential



Trusting

We value empathy, integrity, transparency, & respect

We **spend time** & energy building relationships, listening, and collaborating



Ambitious

We are brave, inquisitive, imaginative, & adaptable

We **continuously learn** with communities, leading & dreaming big together



Sustainable

We are all responsible for a healthy & prosperous future

We **ensure** future generations can thrive as we do



Healthy Communities Project Officer

Staffordshire
Fixed term to 31/03/2028
37 hours a week

£27,500 per annum

Main base: Support Staffordshire Office, Lichfield or Stafford and partial home working

Would you like to be part of a dynamic, award-winning local charity that helps communities to thrive?

Could you build positive relationships, bring people together and help voluntary and community organisations shape work to tackle health inequalities across Staffordshire?

You will bring strong organisation and communication skills, with experience of coordinating projects, meetings, events or partnership activity involving a range of stakeholders. You will also be confident gathering and presenting information for monitoring and reporting.

However, we are more interested in your passion and energy to make a difference, as full training will be provided.

Support Staffordshire is working hard to become more inclusive of the communities we serve, and as such is especially keen to hear from applicants with protected characteristics and lived experience, that bring knowledge, skills and experience.

We welcome an informal conversation in the first instance; please contact Steph Rowley via email Stephanie.Rowley@supportstaffordshire.org.uk or call 07483 671272

In order to be considered for this position, you will need to complete an Application Form and Equity, Diversity and Inclusion Monitoring Form. These can be found in the link below, along with the job description and person specification.

The person appointed will require,
Proof of right to work in the UK
Two satisfactory references

Closing date: 9am Tuesday 13th October 2026
Interview date: Tuesday 20th and Wednesday 21st October

(Interview travel expenses can be paid on completion of an expenses claim form and providing your bank details)



About Support Staffordshire

**A strong & resilient voluntary sector creates a strong, resilient community
Our support enables this · Creating a Stronger Staffordshire**

Our Mission

We deliver the four functions of Local Infrastructure as recognised and promoted by the National Association for Voluntary & Community Action (NAVCA):

1. Volunteering
We empower neighbourhoods and communities
2. Capacity Building
We increase skills & knowledge through great value information, advice & guidance
3. Partnerships & Collaborations
We build resilient networks between charities, public and private organisations
4. Leadership & Advocacy
We are the largest independent voice for voluntary, community and social enterprise organisations (VCSE) in Staffordshire

Our Aims & Objectives

Aim 1: Sustain & Develop the Four Functions of Local Infrastructure

Objective 1.1: Volunteering

- We empower neighbourhoods and communities

Volunteering is integral to thriving communities. We encourage & nurture volunteering opportunities, so that people can build connections & work together on things they care about, driving positive change locally

Objective 1.2: Capacity Building

- We increase skills & knowledge through great value information, advice & guidance

When local voluntary & community organisations have access to practical support, people & communities become more resilient & able to flourish. We provide training, resources & advice to facilitate community development.

Objective 1.3: Partnerships & Collaboration

- We build resilient networks between charities, public and private organisations

We create opportunities for collaborative working by building networks & partnerships between local organisations & strategic partners. Through nurturing these relationships, communities are better equipped in both the development of ongoing projects & times of crisis.



About Support Staffordshire continued

Objective 1.4 – Leadership & Advocacy

- We are the largest independent voice for voluntary, community and social enterprise organisations (VCSE) in Staffordshire

We are leaders in our communities, strengthening our sector's voice & influence on key decision-makers & funders. We support & empower vulnerable & marginalised communities, working towards a more equal society.

Aim 2: Evidence Informed Opportunities:

Acting within our vision & values, operating with particular regard to our role as Leaders of place, working in Partnership & Collaboration, we will seek opportunities for a Stronger Staffordshire, rooted in evidence of need & assets of communities.

Aim 3: Local Infrastructure Collaborations

Working collaboratively with near neighbour and nationally relevant Local Infrastructure Organisations to strengthen the LIO sector, and for mutual benefit.

Aim 4: Operational Excellence

Working to achieve continuous improvement that benefits the organisation as a whole. All personnel, members and stakeholders receive the best possible experience when working for and with Support Staffordshire.



Why work for Support Staffordshire?

We offer a wide range of benefits to support our staff:

Pension

We operate a workplace pension scheme. Minimum 5% employee contribution and we will add 3% employer contribution. We also offer a pension salary sacrifice scheme. Your contribution (minimum 5%) will be deducted from your gross pay before Tax and National Insurance - this reduces your national insurance contribution.

Annual Leave

Enhanced Annual Leave entitlement of 36 days. All full time Support Staffordshire employees are eligible for 28 days paid holiday in addition to the 8 days statutory bank holidays. Part Time Employees holiday entitlement is calculated on a pro rata basis.

Bank Holidays for Religious or Cultural Observance

Of the eight bank holidays, five originate in the Christian religion. Any employee may request to switch one or more of the five standard 'Christian origin' bank holidays for a day off linked to their own religion or cultural beliefs.

Sick Leave

Enhanced sick leave pay.

Flexi-time Scheme

We operate a flexi-time scheme. We have core working hours. Outside of these core hours employees may vary their start, lunch and finish times to suit personal circumstances.

Charity Worker Discounts

As an employee of a charity, you can sign up to 'Charity Worker Discounts', offering a wide range of discounts from shopping and restaurants to flights and hotels.

Hybrid/Home Working

We provide a non-contractual home working agreement for our employees. For a full time employee, we would generally agree 2 days from home and 3 days in the office (pro rata for part time employees) depending on the role and the business needs.

9 day fortnight & 4.5 day working week

We offer both these options for all full time staff.

Training

Our staff are the core of what we do. We believe in offering training opportunities applicable to job roles to help our staff achieve their career aspirations.



Why work for Support Staffordshire? continued

Family Friendly Leave Policy

We have an extensive Family Friendly Leave Policy which outlines our support in different leave situations, such as, carers leave, emergency leave for dependants, parental leave, domestic abuse/relationship breakdown leave. As standard we offer one day paid leave when these situations arise to allow our employees to make other arrangements.

Wellbeing at Work Policy

We have a Wellbeing at Work Policy pledging our commitment to our employees Health and Wellbeing. Outlining our initiatives and support.

Our Pledges & Commitments

We are a Disability Committed Employer, an Endometriosis Friendly Employer and signed the Menopause Workplace Pledge. We are committed to supporting our employees at every stage of their career. We are proud to take positive action in our workplace for our employees Health & Wellbeing.

Awareness Sessions

We provide awareness sessions throughout the year, covering a range of wellbeing topics, such as menopause, bereavement, neurodiversity and mental health.

Listening Ears Programme

We provide our employees with the Support Staffordshire Wellbeing 'Listening Ears' service. Our trained team members are there to listen, show kindness and signpost employees to the right support.

Counselling Service

We provide our employees with a free counselling service through an external provider.

Eye Tests

Employees who require an eye test predominantly in relation to the potential or actual need for glasses at work (usually for computer usage), may claim for the cost of a standard eye test.

All Staff Days

We believe the key to a thriving, happy, productive workforce is supporting each other, staying connected and communication. To help enable this, we have two All Staff Days per year.



Job Description

Job title: Healthy Communities Project Officer

Salary: £27,500

Hours: 37 hours per week (5 days per week, or 4.5 day and 9-day fortnight options available)

Contract: Fixed term until 31/03/2028

Location: Support Staffordshire Office, Lichfield or Stafford and partial home working

Travel: Travel expenses may be claimed for attending places over and above the contractual place of work. If traveling for work purposes, the amount of miles usually incurred from commuting to the place of work should continue to be deducted from any expense claim.

Line Manager: Healthy Communities Manager

Line Management of: N/A

Budget/Income: N/A

The person appointed will require, proof of right to work in the UK and two satisfactory references.

Job Overview: The post holder will support communications, engagement and project coordination across Support Staffordshire's Healthy Communities work. The role will help strengthen the voice and involvement of the Voluntary, Community and Social Enterprise (VCSE) sector within the health and care system in Staffordshire and Stoke-on-Trent. This will include supporting the VCSE Healthy Communities Alliance and its use of Basecamp, as well as coordinating agreed Health Inequalities work, including activity funded through the Locality Improvement Framework. The role will build relationships, share information clearly and help VCSE organisations and partners work together to address health inequalities and improve outcomes for local communities.

Key Responsibilities:

1. Ensuring Support Staffordshire services are consistent with our stated values.
2. Ensuring where appropriate, that volunteers are involved in delivering our services.
3. Ensuring effective cross-organisation working in order to meet our aims and objectives.



Job Description continued

4. Work collaboratively across Support Staffordshire and with VCSE organisations, health and care partners and other stakeholders to support agreed Healthy Communities priorities.

5. Support the effective operation of the VCSE Healthy Communities Alliance, working with the Alliance Coordination Group and partners to coordinate activity, communications, engagement and the progression of agreed priorities and actions. This will include supporting the practical arrangements and administration required to ensure the effective delivery of Alliance activity, including meeting arrangements, records and agreed follow-up.

6. Support the effective use of our online platform (Basecamp) across the Healthy Communities Alliance and LIF localities, ensuring members and partners can access, share and engage with information effectively through appropriate support, guidance and administration. This includes member access, induction, troubleshooting and the organisation of shared information and documents.

7. Build positive working relationships with VCSE organisations and partners, encouraging involvement, information sharing and collaboration across the Healthy Communities Alliance.

8. Work across Support Staffordshire to ensure Healthy Communities activity is aligned with our wider work to engage and support VCSE members.

9. Gather and analyse information, feedback, case studies and outcome data, producing reports and evidence to support programme monitoring and funder requirements across the VCSE Healthy Communities Alliance and Locality Improvement Framework. Contribute to wider organisational reporting, learning and impact work by highlighting the contribution, outcomes and successes of these programmes and of the VCSE sector.

10. Act as a central coordination point for Locality Improvement Framework activity across Staffordshire, supporting locality teams with the planning, delivery and promotion of shared initiatives, events and engagement activity.

11. Ensure information, records and communications are accurate, timely, accessible and managed in line with data protection and information governance requirements.

12. To undertaking other reasonable duties as agreed with the line manager.



Person Specification

Some studies suggest that minoritized groups only apply when they meet all or almost all criteria. We don't expect you to have everything we are asking for. We encourage all candidates to consider the range of transferable skills and experience they have, as well as your commitment to learn and develop new skills and knowledge once in the role.

1. Able to demonstrate Key Skills required of all Support Staffordshire staff

- Positive work ethic, dependable and conscientious
- Flexibility, use of initiative and good time management
- Collaborative and outcome focussed
- Working to plans, policies & procedures
- Applies equality of opportunity
- Proactive in personal development

2. Proficient in the use of information technology including databases for monitoring and reporting purposes.

3. Experience of delivering high quality administrative support and reports in line with funders requirements.

4. Highly organised, able to manage multiple strands of work simultaneously, balancing priorities, deadlines and competing demands effectively.

5. Experience of coordinating projects, events, meetings or partnership activity involving multiple stakeholders.

6. Experience of building positive working relationships and working collaboratively with partners from different sectors.

7. Excellent communication skills, both verbal and written.

8. Experience of gathering, analysing and presenting information to support monitoring, reporting or evaluation activities.

9. Able to engage with people from varied backgrounds appropriately in person, by telephone and email.

10. Knowledge and experience of working with the VCSE sector, desirable but not essential.

11. Willing and able to travel across Staffordshire as required, using own transport or public transport.



Application Process

To apply for the role, please complete the Application form and EDI form accompanying this brochure.

Please send your completed forms to:

recruitment@supportstaffordshire.org.uk

Closing date for applications:

9am Tuesday 13th October 2026

Interview date:

Tuesday 20th & Wednesday 21st October 2026