



**Nottingham Community and
Voluntary Service (NCVS)**

**Nottingham
Community
and Voluntary
Service**

**Practice Development Unit
(PDU) Events Coordinator
Information Pack**



PDU
Practice
Development
Unit

**changing
FUTURES**
NOTTINGHAM

Practice Development Unit (PDU) Events Coordinator

Nottingham
Community
and Voluntary
Service

Nottingham Community and Voluntary Service (NCVS) is at the heart of Nottingham's voluntary sector, and prides itself on keeping the voluntary sector connected to issues affecting it.

We are looking for an individual who can support the development and growth of the Practice Development Unit (PDU), so its learning offer can engage with and reach a broad cross-sector audience, in close collaboration with voluntary and statutory sector partners. NCVS has hosted the PDU in partnership since 2017, originally with Opportunity Nottingham and since 2022, with Nottingham Changing Futures.

This role will help ensure that people working in Nottingham and surrounding areas understand how to best support people who experience Severe Multiple Disadvantage (SMD), and that services and staff from a wide range of organisations feel confident to deliver approaches that work.

PDU Events Coordinator

Hours: 35 hours per week
Salary: £26,945 to £29,945 per annum

*Join
us!*

Closing date: 12 noon on Monday 15th April 2024
Interview date: Week commencing 22nd April 2024



The role is initially for 12 months with a possible extension, dependent on funding.

About Nottingham Community and Voluntary Service (NCVS)

NCVS is a welcoming, supportive and culturally diverse organisation at the heart of Nottingham's voluntary sector.

Nottingham
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NCVS supports the voluntary and community sector through:

Volunteering

improving the **quality** of volunteering and **breadth** of volunteering opportunities across the city

Voluntary sector development

strengthening the voluntary sector's **capacity** to help its clients through promoting **best practice**, funding **advice** and **training**

Voices

speaking up for the voluntary sector on issues crucial to its future, and increasing the sector's access to, and **influence** upon, decision makers

We expect **high standards** from our staff, and in return you can enjoy **flexible working** hours, **excellent annual leave** entitlement, generous **pension** and **training** and personal development opportunities.



NCVS is a **disability confident** employer. We are positive about disabled people. We guarantee to interview all disabled applicants who meet the minimum criteria for our vacancies



NCVS is proud to be a **Living Wage employer**. All our staff receive the Living Wage at a minimum for the work they do



WE ARE LOOKING FOR...

A creative individual to lead on the delivery and co-ordination of the PDU learning programme, ensuring it's:



Evidence-based



Trauma informed



Responsive to workforce development needs



Working in partnership with a range of stakeholders.

You will collaborate closely with local **lived experience groups** to inform the design and delivery of the programme, as well as **local workforce/training leads** to disseminate learning and ensure involvement of staff/volunteers from all sectors.



Our ideal candidate will understand why a **system wide approach** is needed to address health inequalities experienced by people with SMD. You will be committed to **partnership** and **multi-disciplinary working** and the implementation of Changing Futures' system change agenda.



KEY ROLES AND RESPONSIBILITIES



To support the **development** and **growth** of an established practice development unit (PDU) for voluntary sector and public sector staff, volunteers and others working with people with severe and multiple disadvantage.



To **strengthen** and **develop links** with a broad range of services/organisations particularly within Health, Criminal Justice, Adult Social Care and Housing/Homelessness, ensuring the PDU learning offer is **widely promoted**.



Learning Programme

Provide **coordination for PDU meetings and learning events** (e.g. promoting events, handling bookings, liaising with and assisting speakers in planning workshops, organising meetings and agendas) to ensure a **thriving, productive and cooperative** practice development unit.

Support the **delivery and facilitation** of ongoing communities of practice to influence system change agenda, ensuring learning does not remain siloed from the wider membership

Curate **learning series**, in addition to one-off associated **events**, so that PDU members can develop core knowledge and understanding of priority topics relevant to SMD.

Collaborate with other local training leads to **co-ordinate, streamline and embed the PDU learning offer**



Lived Experience/ Partnership Working

Work closely with the Changing Futures Lived Experience Team and Expert Citizens group to ensure that PDU events share good practice and collaborative learning that **build on the expertise of people with lived experience of SMD.**

Attend **partnership meetings** and relevant **networks** to strengthen PDU alliances and help grow PDU engagement and membership

Encourage partners to contribute expertise/learning to the PDU and to regard the platform as a **shared resource of the local system** that is valued and peer-led



Information Systems and Reports

Maintain a comprehensive **database** of PDU members using NCVS CRM system

Support **regular reporting** on PDU events and engagement to the NCVS and Changing Futures Boards and the PDU steering group.

Ensure that database records are maintained to ensure all contact and activity relating to work with individual PDU members is captured.



Support the ongoing development and implementation of a new PDU online platform to ensure it meets current and anticipated needs in respect to PDU events



Communication

Support the Programme manager to produce regular e-bulletins, web content and publicity materials and other mailings to PDU members.



Contribute to the Changing Futures and NCVS Communication Plans in the context of PDU events

HOW TO APPLY...

To apply for the role of PDU Events Coordinator, please visit the **vacancies page** on the NCVS website.

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[Click here for the link](#)



IT'S A GREAT TIME TO JOIN US!

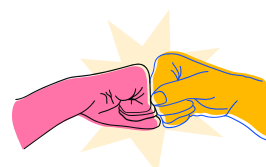
The PDU is expanding! We have secured funding to develop our programme and to upgrade and relaunch a new website.

We are looking for an enthusiastic Events Coordinator, to help us grow our engagement and reach new audiences in this exciting next phase!



LEARN MORE

**See the below pages for more
information about...**



**Expert
Citizens
Group**



About Nottingham Practice Development Unit (PDU)



The PDU is a cross sector-collaborative **learning platform** for professionals, volunteers and people with lived experience...



To collaborate



Share learning and best practice

The PDU is hosted by **Nottingham Community and Voluntary Service** (NCVS) and is delivered in partnership with the **Nottingham Changing Futures** Programme



To support each other in implementing good practice and system change



...in the field of severe and multiple disadvantage (SMD)



WHAT IS SMD?



SMD is most commonly defined as 3 out of 5 co-occurring experiences of **homelessness, substance use, mental-ill health, domestic and sexual violence and abuse, and interaction with the criminal justice system.**



What do we do



Our goal is to continually work with professionals and volunteers to improve how we reach out and support people experiencing SMD. So that services **recognise** and **adapt their delivery** to **better respond** to SMD need, and **understand** the vulnerability and challenges people face.



Our learning offer includes:



1

Online Hub

Packed with **free resources** (toolkits, reports, best practice guides, directories)

2

E-Learning

Interactive e-learning suite of **20 modules**

3

Learning Events

Online and **In person** learning events (workshops, development days, seminars)- many of which are available on our hub as **webinars**

4

Communities of Practice

To learn and collaborate with people with lived experience and colleagues across sectors.

Currently including:

- **Co-Production**
- **Employability and Skills**
- **Working Residents**
- **Working with Neurodivergent Adults**

5

E-Bulletin

SIGN UP!

www.pdunottingham.org





The PDU is based on the below core principles:

SYSTEM CHANGE

MULTI-DISCIPLINARY

VALUE OF LIVED EXPERIENCE

TRAUMA INFORMED

COPRODUCTION

INTERSECTIONAL

RESPONSIVE

PARTICIPANT LED

SOLUTION FOCUSED

EVIDENCE BASED

Our Impact

2,608

members are
signed up to
our online
platform



NEWSLETTER

Since we started,
we've delivered **170**
learning events and
Communities of
Practice



1,284 people receive
our monthly
e-bulletin



About Changing Futures



The Changing Futures programme is a **£64 million joint initiative** by the Department of Levelling Up, Homes and Communities (DLUHC) and The National Lottery Community Fund, the largest funder of community activity in the UK.



The fund is for local organisations to **work in partnership** to better support those who experience multiple disadvantage.

Nottingham City Council is **one of 15 areas in England** to have been awarded a grant as part of the Changing Futures Programme

The Nottingham programme has a number of strands, including:

✓ **Navigators** working intensively with people experiencing Severe and Multiple Disadvantage

✓ **A lived experience team** to meaningfully involve people with lived experience in decision making, planning and delivery

✓ **A peer mentor** service to promote social inclusion and wellbeing of Changing Futures beneficiaries

✓ **An insight and development hub** to understand the impact of the work and share learning across the sector

✓ **Embedded practitioners** to support system change in key agencies

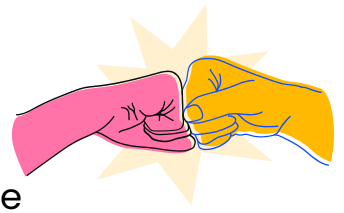
✓ **Wraparound MDT** - a case conference to ensure people with SMD who are approaching crisis are able to access support, care, or treatment that they want and need



WHAT OUR EXPERTS SAY...

People with lived experience of SMD are central to the Changing Futures programme.

It is therefore important that your **values** reflect what people with lived experience of SMD want to see from those working in the programme.



You need to be non-judgemental and understand the power and importance of kindness and showing respect in order to receive it



You need to be able to put yourself in the shoes of the people that the Changing Futures programme will be supporting, and be committed to seeing the person and not the label.



You also need to be committed to challenging inequality. Understanding that inequality and experience of discrimination can have a big impact on a person's life and on how they engage with services and the support available.



You need to be willing to listen, in order to really hear and understand people's experiences, their views and ideas.



You also need to have a real desire and willingness to learn and grow, with a commitment to your own personal development.



Overall, we are looking for someone that is clearly passionate about improving the lives of people that face severe and multiple disadvantage and who can use that passion to bring about change.

*This statement was co-produced with people experiencing SMD.

Join us!

If you wish to have an
informal discussion about
the role, please contact
Katie Hall, PDU Programme
Manager:

katieh@nottinghamcvs.co.uk

Telephone : 07483 449557

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PDU

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