

Job Description

Job Title	Practice Development Unit (PDU) Events Coordinator
Job Purpose	<p>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.</p> <p>To work with the Changing Futures Lived Experience Team and Expert Citizens to ensure that the PDU learning offer is person centred, trauma informed and builds on the experience of those with lived experiences, with a commitment to system change.</p> <p>To work with key stakeholders across Nottinghamshire to ensure a responsive and evidence-based PDU learning programme is delivered, drawing on expertise and learning from across roles/sectors.</p> <p>To strengthen and develop links with voluntary and public sector services, particularly within Health, Criminal Justice, Adult Social Care and Housing/Homelessness, ensuring the PDU learning offer is responsive to workforce development needs and is widely promoted.</p>
Accountable to	Practice Development Unit Programme Manager
Major tasks	<p>PDU learning events</p> <ul style="list-style-type: none"> • Provide support associated with maintaining and developing a PDU for key stakeholders from the voluntary, public and private sector who work with those experiencing severe and multiple disadvantage (SMD) including evaluation and data collation activities. • 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. • To work with other local training leads who are responsible for workforce development and human resources to disseminate learning and ensure involvement of staff/volunteers from all sectors.

	<p>Lived Experience/ Partnership Working</p> <ul style="list-style-type: none"> • Work closely with the Changing Futures Lived Experience Team, Expert Citizens and local service-user groups 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. <p>Information Systems and Reports</p> <ul style="list-style-type: none"> • Maintain a comprehensive database of PDU members using NCVS CRM system, following agreed data standards. • 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 <p>Communication</p> <ul style="list-style-type: none"> • Promote the PDU learning programme to a wide cross-sector audience, creating outreach materials to support this. • Support the PDU 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.
<p>Specific requirements</p>	<p>Occasional evening and weekend working</p>
<p>General requirements</p>	<ul style="list-style-type: none"> • To manage own workload effectively. • Able to use Microsoft Office, or similar, and be largely self-servicing in terms of office administration. • Contribute to the development of NCVS and Changing Futures as effective organisations working in the interests of the voluntary sector, public sector and others working with people experiencing severe and multiple disadvantage. • Maintain up-to-date monitoring information and supply regular monitoring reports. • Work within standards of good practice working with and involving volunteers and Expert Citizens.

	<ul style="list-style-type: none"> • Attend appropriate NCVS meetings, including staff and volunteer meetings, team meetings, PDU steering group meetings, Changing Futures meetings and others as appropriate. • To receive supervision and appraisal and be committed to own development. • To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies. • Undertake any other tasks as deemed appropriate by NCVS management.
Contract details	Full time, 35 hours per week. Initially a 12-month contract with possibility of an extension subject to funding.
Terms and conditions	<ul style="list-style-type: none"> • Flexible working hours, using a TOIL system • Paid sick leave, dependent on length of service • 5% pension contribution, dependent on employee's own contribution • NCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.
Salary	£26,945 to £29,945 per annum