

**Hear Here coordinator**

## INFORMATION PACK

**This Information Pack is designed to provide sufficient information about this exciting new role for you to decide whether to and how to apply. Should you have any questions regarding the recruitment process please call Diane Watts on 07710 094905.**

**Background**

Together in Sussex (TiS) is a joint venture (and registered charity) between the Diocese of Chichester and the Church Urban Fund (CUF) and is part of the national Together Network. The area covered includes Hastings in the east to Chichester in the west and Crawley in the north.

Further information can be found at

<https://www.cuf.org.uk/together-network>

***Together in Sussex* Vision**

* To see communities transformed and lives changed
* To seek out the Kingdom of God in the middle of our poorest communities and to discover fresh insights into the character and purposes of God

***Together in Sussex* Aim**

* To support churches, people and community groups (regardless of faith or no faith) who want to tackle poverty, deprivation and disadvantage across Sussex.

***Together in Sussex* Role**

* To help build the capacity of groups and projects to make things happen, and
* To coordinate the work of different groups to maximise their effectiveness and sustainability in response to needs in the community.

**Conditions of Employment:** Hear Here Coordinator

* Term – Appointment is on a 1 year fixed term contract, renewable subject to funding
* Salary – c£25,000 pro rata per annum
* Hours of work – 7 hours per week to be worked according to the needs of the role and by arrangement with the line manager
* Holidays – 35 days per annum including 8 bank holidays **pro rata**
* Location – home-based; the Hear Here Coordinator will be required to travel throughout the Diocese.
* Expenses – all reasonable expenses incurred during the proper execution of the duties of the post (mileage expensed from home) may be claimed monthly in arrears on production of relevant receipts and/or mileage records in accordance with HMRC guidelines.

**How to Apply**

**Applications will only be accepted and considered if submitted by email or by post by completing in full the attached/enclosed application form. Please ensure you complete each section giving particular attention to the Person Specification criteria and your evidence of how you meet them. Applications received after the closing date of Friday 1st November 2019 will not be considered.**

**If your application is successful you will be invited to interview on Tuesday 12th November 2019. Unsuccessful applicants at the shortlisting stage will receive email confirmation – please ensure your email address, day and evening telephone numbers are clearly stated on your application form.**

## Job Description

**Hear Here coordinator**

**Together in Sussex**

### **Hear Here project**

There are a number of people in our communities who are excluded from participation in many aspects of everyday life due to a lack of effective after-care for those fitted with hearing devices.  This is resulting in loneliness and social isolation.

The Diocese of Guildford has been running a successful scheme, in collaboration with local NHS audiology departments, and we would now like to extend this into the Diocese of Chichester. The project provides trained volunteers working in local communities to give community based hearing aid maintenance.

These volunteer Hearing Champions are based in churches, established church groups and community centres, and the work they do is a great way serving individual people and growing links with the wider community.

Hearing Champions are volunteers who have been trained by NHS audiology staff in the basics of hearing aid maintenance. In addition, volunteers from the parish churches have also been appropriately trained in safeguarding matters and have had the appropriate police-checks.

### **Main purpose of the role**

* To implement the Hear Here project in churches across the Chichester Diocese.

### **Specific duties of the role**

* To introduce the Hear Here project across the Chichester Diocese.
* To understand and work with the Hear Here project currently running the Guildford Diocese.
* To facilitate Hearing Champions training across the churches and community as part of lay pastoral ministry where appropriate;
* To provide support for church communities wishing to establish the Hear Here project;
* To liaise with the appropriate NHS professionals in the Sussex based audiology departments;
* To identify further opportunities for project development;
* To develop the Together in Sussex social media presence for the Hear Here project in the Chichester Diocese.

Person Specification

**Hear Here Co-ordinator**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
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| **Skills & Abilities** | * Ability to communicate effectively both with individuals and groups – able to listen as well as present. * Full driving licence. * I.T. literate - ability to organise and manipulate data in order to build accessible data base for effective signposting. * Ability to plan and think strategically. * Ability to work across different communities within Sussex, networking and establishing working relationships with a range of organisations. | Clean driving licence |
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| **Qualifications/ Experience** | * Understanding and experience of working with and in the Christian Church * Experience of communicating with a variety of stakeholders * Experience of training adults * Understanding of the appropriate relationship between spirituality and health. | Sympathy with the main tenets of the Christian faith |
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| **Personal Attributes** | * Friendly & approachable; * Able to gain trust and respect of church leaders, volunteers, health care professionals and community organisations; * Organised & able to organise others; | Someone who follows through;  Open to feedback;    Sensitive to the needs of others  Innovative / Flexible  Enthusiastic and active |
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**Together in Sussex**