

## Job description for RVA Social Prescribing Manager

<b>Job title</b>	<b>Social Prescribing Manager</b>
<b>Hours of work</b>	<b>37 hours/week</b>
<b>Term</b>	<b>Open contract</b>
<b>Salary</b>	<b>£32,000</b>
<b>Responsible to</b>	<b>RVA CEO</b>
<b>Place of work</b>	<b>Hybrid - Town centre office, ability to travel across Reading to surgeries &amp; community settings, home working.</b>
<b>Responsible for</b>	SP Link Worker team SP Admin post together with other RVA Social Prescribing Manager Volunteer support when appropriate
<b>Job purpose</b>	<p><b>To develop and manage the delivery of a social prescribing service to meet the non-clinical needs of patients to:</b></p> <ul style="list-style-type: none"> <li>● Improve the health and wellbeing of patients through increased access to community based support and services.</li> <li>● Increase confidence and knowledge of patients to self-manage aspects of their lives that impact on their health and wellbeing through increased access to services and peer support.</li> <li>● Increase understanding of the benefit of engaging people in community prevention and peer support activities.</li> </ul>
<b>Main duties and responsibilities</b>	<p><b>Manage the social prescribing team:</b></p> <p>New starter induction and on the job support and training. Supervision of Social Prescribers. Facilitate peer support/supervision and team meetings. Organise and record training programme with NHS and other training providers.</p>

	<p>Safeguarding - processes, report to CEO, record keeping.          Authorising SP Team annual leave &amp; expenses.          Support the SP Team on a day to day basis.</p> <p><b>Develop the service:</b>          Review and improvement of efficient referral, case management and impact measure processes.          Develop and implement service pathways that respond to emerging needs.          Coordinate and produce monitoring reports for funders and commissioners and attend review meetings.</p> <p><b>Work with RVA colleagues and voluntary sector partners to increase the diversity and availability of community support and activities:</b>          Organise Social Prescribing Forums together with RVA colleagues.          Coordinate neighbourhood level social and peer support activities.          Support the development of guides, maps, self- help tools and publicity materials for GP surgeries and other public spaces.          Work with RVA colleagues and VCS partners to seek resources to improve the voluntary sector offer and address gaps and capacity needs.          Participate in initiatives to improve health &amp; wellbeing.</p> <p><b>Build partnerships:</b>          Build partnerships with GPs and PCN teams.          Build partnerships with social care, RBH, Talking therapies, OTs and other voluntary and statutory services.          Support the team to attend MDT's and attend as appropriate.          Present the work of the team to a wider audience - face to face presentations and one to one meetings.</p>
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	<p><b>Work with RVA team:</b> Attend RVA team activities – explore &amp; develop opportunities to work with RVA colleagues. Coproduct literature and tools to increase understanding of the service and support for the SP Team.</p> <p><b>Carry out other duties as required in discussion with the RVA CEO.</b></p>
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### Person Specification for RVA Social Prescribing Manager

<b>Education/Qualifications:</b>	
<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent	NVQ or equivalent qualification or training in health, social care or social sciences.
	Professional certification in a relevant field for example management, health, social care, coaching, social sciences.
<b>Experience:</b>	
Minimum of 1 years staff management experience	Experience of supervising or management in a related setting.
Ability to develop and deliver quality services	Experience of developing and delivering community projects or services which support service users with complex needs.
Knowledge and understanding of the benefits and potential of social prescribing support.	Delivering motivational and person-centred support to clients with multiple and complex needs.
Experience of working with and reporting on impact evidence measures.	Conducting holistic needs assessments and support planning.
Managing and dealing with safeguarding issues.	Experience of developing and delivering training.
Working or volunteering in a frontline service.	Managing change and the introduction of new processes.

	Fundraising experience.
<b>Knowledge and understanding:</b>	
Understanding of the voluntary sector .	Understanding of how voluntary organisations are resourced and governed.
Understanding of system partners and how they work together: primary care, other health providers, the ICS, the LA etc.	Knowledge and understanding of the population of Reading, in particular communities at greatest risk of poor health outcomes.
Understanding of health inequalities and the social determinants of health.	
<b>Skills and abilities:</b>	
Excellent written and presentation skills, including the ability to communicate and engage with a range of audiences.	Additional spoken languages
Good IT knowledge and skills – Word, Excel, basic use of data management platforms.	Report writing – narrative and data illustration
Ability to deal with complex and difficult emotional situations and manage appropriate professional boundaries.	
Appropriate DBS and any other requirements for the role applicable over time – legal or best practise e.g. vaccine or health checks.	