

Partnership and Coproduction Coordinator, Brent, July 2024 – Job Pack

- Job title:** Partnership and Coproduction Coordinator
- Department:** Crisis Skylight Brent
- Reporting to:** Skylight Director
- Salary:** £42,197 per annum
- Hours:** 35 per week
- Location:** Based in London Skylight Brent (with some local outreach work to be undertaken)
- Contract type:** Fixed term funded role for 3 years, with potential for extension

**Aim and influence**

- Coordinate homelessness sector collaboration in Brent via Homelessness Forum & associated sub-groups, Community of Practice, joint policy responses and dedicated web pages
- Deliver local programme of ending homelessness awareness raising activities
- Develop a co-production programme that will ensure the voices of those with lived experience as well as front line staff inform and enhance our place-base work to end homelessness in Brent
- Assist in supporting a range of emerging local housing led initiatives that aim to ensure homeless people are supported into their own home as quickly as possible and are provided with the support they need to make it work.
- Support the governance of Ending Homelessness in Brent partnership including necessary reporting

**Financial and supervisory responsibility**

- Managing project volunteers

**Other key details**

- Some evening work may be required and time off in lieu will be given in accordance with Crisis TOIL policy
- A satisfactory enhanced disclosure from the Disclosure and Barring Service is required

**Job responsibilities**

Principle Accountabilities

- Working closely with Crisis colleagues, support the development of new, seasonal, and emerging local initiatives

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- Coordinating effective and impactful partnerships across statutory and voluntary sector agencies in support of increased housing led approach in ending homelessness; this will include coordination of community practice, homelessness forum, related working groups
- Coordination of collaborative policy responses when those arise, working with both internal and external stakeholders in doing so
- Develop a programme of awareness raising and increasing knowledge around homelessness that will both responsive and planned with the aim of maximising reach and impact
- Support the governance of Ending Homelessness in Brent partnership including necessary reporting and coordination of meetings, working alongside relevant Crisis colleagues.
- Ensure homelessness sector work, activities and plans are communicated to all relevant key stakeholders, pro-actively seeking to build awareness through a range of communication methods including updating the dedicated web-page
- Develop a programme of co-production activities that would ensure the voice of those with lived experience as well as that of front line staff inform and enhance all our place based work, working in collaboration with relevant Brent Crisis staff in support of that

### General responsibilities

- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including safeguarding and health and safety
- Carry out other reasonable duties that may be required

### Person Specification

#### Essential

- 1 Good understanding of what is essential in developing effective and positive collaboration with internal and external partners
- 2 Proven experience of producing high quality written materials i.e., funding bids, research, proposals
- 3 A high level of experience and understanding of the provision of services to people who are homeless or at risk of homelessness and how housing led approaches will help to end their homelessness
- 4 Ability to communicate effectively when addressing a variety of audiences in person, on the phone via email and when giving presentations to groups
- 5 Good experience in managing diverse workload and in developing creative & flexible solutions that ensure all outcome areas of project are being achieved

- 6 Experience of supporting co-production activities within similar settings
- 7 Commitment to Crisis' purpose and values including equality and social inclusion
- 8 An understanding and/or experience of services that are based around a trauma or psychologically informed approach
- 9 Ability to be flexible and adaptable in response to changing organisational needs and priorities
- 10 Knowledge of and ability to comply with safeguarding procedures

*We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.*

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

**The person specification requires a qualification or experience that I do not have. Is it still worth me applying?**

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

**Can I apply by sending my CV?**

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

**What should I do if I can't complete an online application?**

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It

is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

#### Does Crisis use Artificial Intelligence (AI) technology for shortlisting?

Crisis does not use AI technology for shortlisting applications or throughout our recruitment process.

#### Can I use Artificial Intelligence (AI) technology for my application?

We strongly discourage applicants from using AI technology at any stage of the recruitment process. This is so we can run a fair, transparent process which gives all applicants an equitable chance of success. We want to hear about your own experience and perspectives in your application and if shortlisted, during the interview too.

#### How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

#### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

#### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

#### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

#### Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.