

ROLE DESCRIPTION

Role :	Partnership Boards Co Ordinator
Responsible to:	CEO
Hours:	2 days [12 hours] per week
Location:	Hybrid: Newham Office Truro, and community based
Payment:	Competitive-range £29,591 – £36,655 FTE [Grade 3] Pro rata
Contract:	Fixed until May 2029

About Us:

We are an organisation dedicated to amplifying the voices of people in Cornwall who have shared their experiences in health and social care. By collaboration with stakeholders, effective engagement, collecting and analysing public feedback, we work to drive improvements in local services and ensure that people's voices are heard by decision-makers.

Role Overview:

The Partnership Boards Coordinator will play a pivotal role in leading and managing all activities related to the partnership boards, with a strong emphasis on understanding and aligning with Healthwatch Cornwall's contract and the local council's strategies for the five key partnership

boards: Mental Health, Carers, Autism, Learning Disabilities and Ageing Well.

This includes organising, coordinating, and facilitating meetings, developing strategies for board engagement, and ensuring outcomes align with the organisation's mission and local health and social care priorities.

The role requires a proactive individual with a health and social care background, strong organisational and communication skills, and the ability to collaborate effectively with commissioners, stakeholders, Healthwatch Cornwall (HC) team, and councillors. This is a key role that demands an in-depth understanding of how partnership boards function, their purpose, and how they influence local health and social care services.

KEY RESPONSIBILITIES

1. Partnership Board Leadership & Coordination:

- Take the lead in organising and managing all 5 partnership board activities, making sure they run smoothly and support both council plans and Healthwatch Cornwall's goals.
- Plan and keep track of partnership board meetings, ensuring that what's discussed and decided fits well with both the council's strategies and Healthwatch Cornwall's wider mission.
- Arrange and run regular meetings, working closely with the Chair, Co-Chair, commissioners, and the CEO to set the agenda, keep discussions focused, and follow up on any actions.
- Create a welcoming and inclusive space where all members, stakeholders, and partners feel encouraged to take part and share their views.

- Guide the overall direction of the partnership boards, making sure their work stays relevant to key health and social care priorities.

2. Collaboration with Stakeholders:

- Act as the primary point of contact and conduit between the council, partnership board chairs, co-chairs, commissioners, stakeholders, and the Healthwatch Cornwall (HC) team, ensuring clear and effective communication.
- Build and maintain strong, strategic relationships with commissioners, local authorities, board members, external organisations, and the CEO to ensure alignment with the partnership boards' goals and local health and social care strategies.
- Collaborate with HC senior team members, commissioners, and the CEO to ensure that board activities and goals are aligned with the local council's health and social care strategies and HC's broader mission.

3. Strategic Planning & Development:

- Work closely with commissioners, chairs, co-chairs, the CEO, and HC senior team members to develop the strategic direction and key objectives for each partnership board, ensuring alignment with health and social care priorities and the council's broader strategies.
- Stay informed about local council strategies for the five partnership boards and ensure that all board activities are directly aligned with these strategies.
- Identify and leverage opportunities for the growth and development of the partnership boards, including community engagement, improved outcomes, and further alignment with the council's strategic vision.

4. Reporting & Documentation:

- Prepare clear, strategic reports summarising the outcomes of partnership board meetings, including progress updates, decisions made, and action items.
- Regularly report back to the CEO, commissioners, and relevant stakeholders on the progress of the partnership boards, ensuring that key updates and challenges are communicated effectively.
- Monitor and track the progress of action items, ensuring that projects related to the partnership boards remain aligned with both the council's strategies and Healthwatch Cornwall's goals.
- Ensure the maintenance of accurate and comprehensive records of all partnership board activities, decisions, and discussions for accountability and future reference.

5. Monitoring & Evaluation:

- Regularly assess the effectiveness of partnership boards in achieving their strategic outcomes and objectives, particularly in relation to council strategies and health and social care priorities.
- Collect and analyse feedback from members, stakeholders, and attendees to continually enhance the functionality and impact of the boards.
- Evaluate and report on the overall impact of partnership boards on local health and social care services, making recommendations for improvements based on findings.
- Contribute to Healthwatch Cornwall's Annual Report by providing key insights, case studies, and measurable outcomes from partnership board activities.

6. Stakeholder Engagement & Advocacy:

- Champion the voices of service users, stakeholders, and the community within the partnership board discussions, ensuring their perspectives are represented and integrated into decision-making processes.
- Support and promote the engagement of diverse groups, ensuring that all relevant stakeholders are represented and have an opportunity to actively contribute to the partnership boards.

Additional Information:

This role does not involve administrative duties. Instead, the Partnership Boards Coordinator will oversee and manage an Engagement Officer and Administrator, who will handle the administrative and logistical aspects of the partnership boards, including organising meetings and engagement activities.

The Partnership Boards Coordinator will work closely with the CEO and other key members of the senior management team to ensure that the work of the partnership boards is aligned with the strategic direction of Healthwatch Cornwall and its broader goals.

The coordinator is responsible for overseeing the boards from a strategic level, meeting regularly with chairs, co-chairs, commissioners, and the CEO to set the agendas and drive the boards' work forward in line with Healthwatch Cornwall's facilitating role.

How to Apply:

To apply for this role, please complete the application form and send to admin@healthwatchcornwall.co.uk. We look forward to hearing from you.

Person specification: Power BI Analyst

Qualifications, Experience & Skills	Essential	Desirable
Project/ Partnership Co Ordination	Proven experience in project or partnership coordination, preferably in the health and social care sectors.	Experience working in the health and social care sector, particularly in partnership settings.
Knowledge of health and care strategies	A strong understanding of local health and social care strategies, particularly in relation to the five key partnership boards and their role within the council’s broader objectives.	Familiarity with governance structures and decision-making processes in local health and social care services. Knowledge of local health and social care issues, within Cornwall.
Partnership Boards Knowledge	In-depth knowledge of how partnership boards operate, including their purpose, structure, and expected outcomes.	Understanding of the council’s strategic approach to partnership boards and the integration of health and social care.
Colaborative Working	Experience working with local authorities, commissioners, and health and social care services.	Experience working with elected officials, councillors, or government bodies

Personal Attributes		
Good Communication	Strong written and verbal communication skills, with the ability to present information clearly to diverse audiences	
Collaborative	Ability to work effectively as part of a team, building and maintaining effective working relationships with a range of partners and stakeholders.	
Problem Solving	Strong problem-solving and decision-making skills, with the ability to adapt to changing circumstances	
Organised	Manages workload effectively, ensuring tasks are completed to deadlines.	

This role is perfect for someone who enjoys working collaboratively within a partnership setting and is comfortable in a flexible, part-time capacity.

This job description outlines your main tasks and responsibilities but you may be required to undertake further duties when necessary.