# JOB DESCRIPTION

## Job title: MEAM Partnerships Manager – South West

Responsible to: Clinks Development Manager

Salary: £32,029 pa plus 6% pension contribution

Annual Leave: 25 days

Location: Home based – Bristol and surrounding area. Regular travel across the South West region and to London

Working Hours: Full time – 37 hours per week

Details: Permanent

Closing date: 5pm on Monday 18th March 2019

Interview date: Interviews will be held on Tuesday 2nd April 2019 in Bristol

**Introduction**

**Clinks**

[Clinks](file://\\172.19.128.10\Public\4.%20FINANCE\Fundraising\A%20Fundraising%20strategy%20etc\Private%20sector\The%20services%20described%20below%20benefit%20all%20voluntary%20sector%20organisations%20working%20with%20offenders,%20but%20have%20a%20particular%20focus%20on%20small%20and%20local%20organisations%20where%20our%20work%20has%20the%20greatest%20impact.%20Small%20and%20local%20organisations%20include%20most%20BAME,%20women’s,%20arts%20and%20other%20specialist%20organisations%20carrying%20out%20vital%20work%20to%20address%20inequality.%20Such%20organisations%20have%20limited%20capacity%20to%20environment-scan;%20mhttp:\www.clinks.org\) is the national infrastructure charity for the voluntary sector working with people in the criminal justice system in England and Wales. Our aim is to ensure that organisations and the people they support are informed and engaged in order to transform lives and communities.

We support, promote and represent the [voluntary sector working with people in the criminal justice system](https://www.clinks.org/about/sector) and their families - currently that’s over 1,700 voluntary organisations working in England and Wales. Our 500+ members, which range from large organisations through to unstaffed community groups, work in prisons and the community in a variety of ways to help people turn their lives around and also offer support to their families

**Making Every Adult Matter coalition**

People facing multiple disadvantage experience a combination of problems including homelessness, substance misuse, contact with the criminal justice system and mental ill health. They fall through the gaps between services and systems, making it harder for them to address their problems and lead fulfilling lives.

The Making Every Adult Matter (MEAM) coalition is made up of the national charities Clinks, Homeless Link and Mind, with Collective Voice as an associate member. Working together, we support local areas across England to develop an effective, coordinated approach to multiple disadvantage that can increase wellbeing, reduce costs to public services and improve people’s lives.

We draw on our shared knowledge and practical experience to change policy, so that everyone experiencing multiple disadvantage can reach their full potential and contribute to their communities.

Over the last five years, we piloted and developed the MEAM Approach, a framework to help local areas coordinate services for people with multiple disadvantage. We also support the National Lottery Community Fund’s Fulfilling Lives partnerships, which are working on similar issues. In total, we currently work with 39 local areas across England. For more information please see: [**www.meam.org.uk**](http://www.meam.org.uk)

In April 2017, the National Lottery Community Fund made a major five-year strategic investment in our work. This is allowing us to significantly expand our support to local areas, combine and better utilise data and learning, and ultimately improve outcomes for people facing multiple disadvantage.

The ambitious goals we have set for the coming years mean our team is growing, and we are looking for an exceptional person with diverse skills and experience to join us. The role provides a unique opportunity to work with four leading national charities taking a collaborative approach to addressing some of the most complex and urgent challenges facing our society

The successful applicant will join the MEAM Local Networks Team, a remote team of regionally based experts in criminal justice, homelessness, mental health and substance misuse – based at each of the MEAM partner organisations. This post will be employed by Clinks, the national infrastructure charity for the voluntary sector working with people in the criminal justice system in England and Wales, and requires significant and specialist knowledge of criminal justice and the role of the criminal justice sector in supporting people experiencing multiple disadvantage.

Working as part of this team, you will support around nine local areas to better coordinate their services for people facing multiple disadvantage. The post will cover the South West region and the postholder must be able to travel easily within this region as well as to London and other national locations

**Role Description**

**Duties and key responsibilities**

**To expand and deliver our work on the MEAM Approach**

* To facilitate the development of new partnerships in local areas and support existing areas, with the aim of better coordinating services for people experiencing multiple disadvantage
* To ensure that local criminal justice organisations are fully involved in these partnerships and that they receive appropriate support around their involvement
* To deliver an appropriate package of cross-sector support to the partnerships and ensure their identified support needs are being addressed.
* To ensure that local areas involve people with lived experience in the design and delivery of interventions developed using the MEAM approach.

**To provide support the National Lottery Community Fund’s Fulfilling Lives Programme**

* To agree support action plans (SAPs) with the Fulfilling Lives partnerships at the start of each year.
* To ensure high quality and flexible delivery of the SAPs, working with the partnerships and Local Networks Team to adapt the support where necessary.
* To regularly attend strategic and operational board meetings at the request of the partnerships.
* To work alongside the Fulfilling Lives evaluation and learning team to deliver events and training.

**Sharing and embedding learning**

* To work closely with MEAM’s evaluation partner to ensure local areas actively participate in the evaluation process.
* Alongside colleagues in the Local Networks Team, to plan and facilitate local learning hubs and encourage and support local areas to attend.
* To run local introduction to multiple needs and MEAM events.
* To help organisations in MEAM Approach and Fulfilling Lives areas navigate the landscape of criminal justice, and keep them informed and up to date.
* To develop and deliver training, events and resources to enable voluntary and statutory sector organisations to adapt to changing policy and commissioning practice in the CJS, working with other staff as appropriate.
* To work with colleagues across the three MEAM organisations to ensure that learning is shared across the relevant sectors and to areas not engaged in the MEAM Approach/Fulfilling Lives.

**Membership of the Local Networks Team (LNT) and the Clinks national development team**

* To be an active member of the MEAM Local Networks Team and the Clinks Area Development Team.
* To learn from and offer support to members of both teams and support transfer of knowledge between them.
* To provide expert support and advice on criminal justice issues and the criminal justice system to colleagues and to local partnerships, ensuring that this knowledge is shared across the Local Networks Team.
* To work alongside the Involvement Coordinator and other people with lived experience of multiple disadvantage to ensure all MEAM work is, where possible, co-produced.
* To be committed to learning and improving your own knowledge especially on the topics of systems change, co-production, mental health, homelessness and substance misuse.
* To attend regular meetings of the Local Networks Team and the Clinks organisational and Area Development teams.
* To produce good practice work alongside MEAM’s embedded policy team.

**General Responsibilities**

* Represent and be an ambassador for Clinks and the MEAM coalition.
* Work to support the mission, ethos and values of Clinks.
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
* Support and promote diversity and equality of opportunity in the workplace.
* Work collaboratively with others in all aspects of our work.
* Liaise with Clinks’ staff, in particular Clink’s Policy and Area Development teams.

**Accountability**

* Line management will be provided by Angela Lucas, Development Manager at Clinks. The work of the postholder will also be overseen by Tassie Weaver, the Head of Networks and Operations at MEAM.

**Location**

* The post will be home based in Bristol or the surrounding area and cover the South West of England.
* The post will require regular travel within the region and across England, including attending regular meetings in London and overnight stays.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**PERSON SPECIFICATION:**

**MEAM Partnerships Manager – South West**

**Experience**

**Essential**

* Significant experience of supporting frontline criminal justice services to improve their practice
* Demonstrable experience of supporting and influencing partnerships of frontline services, including in complex or challenging circumstances
* Establishing and sustaining partnerships that proactively tackle complex problems
* Practically applying theoretical concepts such as ‘systems change’ or ‘co-production’ to bring about better outcomes for vulnerable people
* Identifying, communicating and promoting good practice to a diverse range of stakeholders
* Interpersonal skills and a collaborative approach to working with colleagues both internally and externally
* Running or facilitating workshops and events for a diverse range of participants
* Excellent oral and written communication skills to influence and inspire a range of audiences and in a range of formats, including giving presentations
* Being self-administering, including strong organisational, IT and project management skills
* Receptive to being influenced by people that have used services and able to apply it to own practice

**Desirable**

* Lived experience of multiple disadvantage and/or criminal justice
* Using data to influence and create the case for change

**Knowledge**

**Essential**

* Significant and specialist knowledge of the criminal justice system and the role of the criminal justice sector in supporting people with multiple disadvantage
* Substantial understanding of the impact of criminal justice, homelessness, substance misuse and mental health and the role of services in recovery for people with multiple disadvantage
* Knowledge of the principles of co-production and/or service user involvement and how it can be applied practically.

**Desirable**

* Knowledge of ways to better coordinate services for people with multiple disadvantage and an understanding of how ‘systems change’ can occur

**Education / Training**

No one specific qualification is required, but evidence of recent continuing professional development in a professional area with demonstrable relevance to the above criteria.

**Personal Attributes and Other Requirements**

* Able to travel extensively within the South West and nationally
* Able to work some evenings and weekends and stay overnight where necessary
* Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
* Commitment to the values and ethos of supporting people in the Criminal Justice system
* Commitment to upholding the rights of people facing disadvantage and discrimination in the CJS

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