

Social Value Partner

Level:	Grade 9
Team:	Social Investment
Line manager:	Social Inclusion Manager
Responsible for:	Social Inclusion Officer, Social Investment Assistant

About the job

- You will maximise the impact of Social Value within organisational contracts through developing effective partnerships with suppliers to meet the needs of our customers and communities.
- Continually review, expand, promote and develop the service area, maximising opportunities to deliver services to customers and young people.
- Identify new funding opportunities and co-ordinate and prepare tenders for workstreams to be undertaken by Housing Services expanding the support that it can provide.
- Maximise external income for the growth of Housing Services, enabling more services to be developed and offered.
- Produce performance reports, data insights and scorecards to promote the work of the service area to customers, communities and the business.

You'll be trusted to

- Support the implement of the organisations social value ambitions through developing effective partnerships with Procurement, suppliers and Vico Homes services to maximise the impact for customers and young people and widen the reach of the Social Investment offer.
- Provide ongoing monitoring and reporting of the impact of social value built into organisational contracts.
- Provide support to the delivery of projects and contracts by ensuring that the necessary information and requirements of any programme are complied with and submitted as appropriate.
- Engage directly with partners, colleagues and customers within the community, to help facilitate the delivery of Social Value commitments.
- Prepare reports, frameworks and other information required by management and leadership teams.
- Assist with the collation of necessary evidence of outcomes for external funders, senior leadership. to demonstrate the impact and Value for Money from the programme.
- Actively seek out bid opportunities, lead on the preparation of funding bids, including Expressions of Interest, Pre-Qualification Questionnaires, and other funding application documents and questionnaires. Whilst co-ordinating the submission of proposals to potential funders.
- Develop and maintain effective working relationships and partnerships within internal services and a wide range of external agencies to improve services for customers and young people.

- Ensure that all post-contract requirements are maintained and reported as required.
- Make recommendations for the strategic development and improvement of services for customers and young people.
- Use designated performance management systems to record and report on the performance of the service area.
- Deal appropriately with complaints and representations in accordance with the organisational complaints procedures.
- Contribute to the setting of targets for the service and monitor performance to achieve continuous service excellence, providing information and reports as required.
- Assist in the promotion of services, preparation of newsletters, internal communication updates, presentations and any other material relevant to the role.
- Work closely with our partners and suppliers to identify, facilitate and monitor community benefits through the realisation of Social Value commitments.
- Contribute to improving levels of satisfaction through the provision of effective services and programmes for customers and young people.
- Contribute towards the implementation of the Financial Inclusion, Social Investment, Tenancy Sustainment and other Customer and Communities policies.
- Contribute to the expansion of, and to take advantage of potential funding streams to deliver services provided by Housing developing partnerships, contacts and links to identifying new opportunities and coordinating the preparation of tender documentation.
- Continually review service delivery to maximise resources, identify efficiencies and deliver value for money.
- Undertake any other duties commensurate with the overall purpose of the job and the grade

Who you'll work with:

Internal: All Vico Homes Colleagues

External: Customers, partners, potential funders and stakeholders at all levels

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 4 of the Qualifications and Credit Framework, such as HNC, Award, Certificate or Diploma at level 4 or equivalent, in a relevant subject area.	✓		AF/CQ
Experience of partnership working with a range of agencies to develop and deliver quality services to customers and young people	✓		AF/I
Experience of setting and achieving performance targets	✓		AF/I
Time management and organisational skills	✓		AF/I
Self-motivated and able to work under pressure to meet appropriate deadlines	✓		AF/I
Experience of identifying funding streams and opportunities to support customers and or young people	✓		AF/I
Experience of services to support vulnerable people	✓		AF/I
Awareness and understanding of Social Value principles and delivery	✓		AF/I
Knowledge and experience of working with systems to analyse data to produce reports on findings	✓		AF/I
Have business planning or project management skills	✓		AF/I
To be able to use PC applications	✓		AF/I
Have effective leadership skills, using communication, negotiation and motivation	✓		AF/I
Clear verbal and written communication skills	✓		AF/I
Evidence of a customer focused approach to service users	✓		AF/I
The post holder may be required to attend meeting outside of normal office hours.	✓		I
Experience of successfully developing and expanding services		✓	AF/I
Experience of developing policy, procedures and producing reports or funding bids		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification