



# Community Action Network

## Job Description

### Community Connector – Wellbeing Collaborative

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**Accountable to:** Board of Trustees

**Reporting to:** Development Manager

**Team:** Engagement

#### **Main Contacts:**

CEO, Staff and Trustees

Members of the public and professional frontline staff

Local Voluntary Community Sector (VCS) organisations, members and volunteers

Public Sector organisations such as NHS Dorset, University Hospital Dorset, Dorset Healthcare and BCP Council

**Hours:** 37 hours per week

**Salary:** £30,708

**Contract length:** Fixed term until 30 June 2026

**Base:** Bournemouth, Christchurch, and Poole - Hybrid Working

CAN are a local infrastructure charity and hold the esteemed quality assurance award from NAVCA.

Our mission is to serve and champion Dorset's charities and community groups.

We are a membership led organisation dedicated to building strong, healthy, diverse, and thriving communities by providing leadership and advocacy, partnerships and collaborations, capacity building and volunteering.

#### **Role Purpose:**

Staying healthy and living a good life is important to us all. This includes mental and physical health as well as practical and emotional support when we need it most.

There really is something to offer everyone in our local communities, and we know the value and benefit that connecting to others can bring to our health and happiness.

The Wellbeing Collaborative connects people to the wealth of services and support offered by voluntary organisations, charities, and community groups across Bournemouth, Christchurch, Poole, and wider Dorset. It helps people stay healthy, connected, and independent at home for longer.

As a Community Connector, you will be a visible and trusted presence in both hospital and community settings. You will champion community-led solutions, build meaningful relationships, and empower individuals to access the support they need. You will play a vital role in strengthening community engagement by acting as a bridge between people, services, and the vibrant local voluntary sector.

#### **Key Responsibilities:**

- Lead and grow community engagement by developing and supporting Community Information Points across Bournemouth, Christchurch, and Poole, ensuring they are welcoming, inclusive, and well-connected to local networks.
- Engage directly with individuals—particularly patients in hospital settings—to understand their needs, listen to their stories, and connect them with relevant community-based support before discharge.

- Foster strong, trust-based relationships with hospital discharge teams, community spaces, and professional networks to ensure seamless transitions from hospital to home.
- Actively participate in multi-disciplinary discussions, advocating for community-based solutions and contributing to safe, supported discharges.
- Distribute wellbeing grants to enable timely and person-centred support, ensuring funds are used to strengthen community connections and independence.
- Identify and respond to gaps in community provision, working collaboratively with local groups and residents to co-design and implement solutions.
- Support and promote volunteering as a key part of community wellbeing pathways, helping to recruit, train, and integrate volunteers into support networks.
- Champion CAN's membership by promoting the work of local charities and community groups, and connecting them with opportunities for collaboration and growth.
- Represent CAN at community events, forums, and outreach activities, acting as an ambassador for inclusive, community-led health and wellbeing.
- Support the implementation of a communications strategy that raises awareness of CAN's work and celebrates the impact of community engagement.
- Maintain accurate records and contribute to monitoring and evaluation, ensuring community voices are heard and impact is evidenced.
- Collaborate across CAN teams to ensure a joined-up approach to community engagement and service delivery.
- Embody CAN's values of collaboration, generosity, and inclusivity in all aspects of your work.

#### **Special Circumstances:**

- Flexibility is required as attendance at evening and weekend meetings may be necessary.
- Travel will be required throughout the area covered by Bournemouth, Christchurch and Poole and wider Dorset. This may include transporting resources for training and events.

#### **Joint Responsibilities:**

- All staff are expected to contribute to a positive team culture and uphold CAN's values.
- The post holder must follow all organisational policies and procedures and support the delivery of contracts and funding requirements.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. It is expected therefore that the post holder will undertake any other duties that may be assigned by line management commensurate with the grading of the post.

## **Person Specification – Community Connector – Wellbeing Collaborative**

Specification	Essential/Desirable	Assessment
<b>Qualifications</b>		
Good standard of education with functional skills in English and Maths (or equivalent experience demonstrating literacy and numeracy)	Essential	Application
<b>Knowledge, Skills and Experience</b>		
1. A good understanding of the work of an umbrella infrastructure charity.	Essential	Application Interview
2. A good understanding of the VCS and awareness of the changing environment for local communities and voluntary organisations and the challenges they face.	Essential	Application Interview
3. Experience in supporting the design, development and implementation of projects within the VCS.	Desirable	Application Interview
4. An understanding of how the local public sector works with the VCS including BCP Council, NHS Dorset, & Public Health.	Essential	Application Interview
5. Experience of working with vulnerable client groups including those with physical and mental health conditions and the elderly.	Essential	Application Interview
6. Experience of information-giving or signposting to a range of different people including professionals and the general public.	Essential	Application Interview
7. Experience of working within a multi-agency team.	Desirable	Application Interview
8. Experience of developing robust records to enable the monitoring and evidencing of impact to ensure objectives are achieved and evidenced.	Essential	Application Interview
9. Understanding and competency of using digital systems including the full MS Office suite Teams, Word and PowerPoint.	Essential	Application
10. Excellent interpersonal skills and ability to form and maintain appropriate relationships with volunteers, stakeholders and colleagues from across different sectors.	Essential	Application Interview
11. Self-motivated, organised, and able to work independently and collaboratively.	Essential	Application Interview

12. Diplomatic, articulate, enthusiastic, and extremely well-organised.	Essential	Application Interview References
13. Understanding of and commitment to equal opportunities practice and knowledge of approaches to enabling participation from excluded groups in the community.	Essential	Application Interview References

**Other:**

**Travel:** Willing and able to travel across Bournemouth, Christchurch and Poole and wider Dorset is essential

**Flexible Working:** The willingness and ability to work flexibly, including evening and weekend meetings as required.

**DBS Check:** Enhanced DBS Check for adults is required for this role.