



**Help us to establish a new
social enterprise,
Join our Feasibility
Working Group**

Role Pack

Improving the lives of Older People living in
the Ballymena, Larne & Carrickfergus areas.

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Dear Candidate

I am delighted that you are considering the opportunity to join Mid & East Antrim Agewell Partnership (MEAAP) in this exciting new role as a member of our steering group. MEAAP has grown from the vision of the original founding members, whereby in 2011, 20 local older people groups came together to form a constituted group to strengthen the voice of older people, 50 years and over, living within the Ballymena, Larne & Carrickfergus areas of North Antrim.

Following the launch of our flagship "Ageing Well & Reaching Out" Programme in 2013 funded by The Big Lottery Fund NI, the efforts of MEAAP to improve the lives of older people has quickly accelerated. We now have a diverse range of support and services, including the Ageing Well, Community Navigator and IMPACTAgewell®, as well as many smaller projects which complement our efforts as a charity to make a positive and lasting impact on the lives of many older people across the Borough.

MEAAP has quickly gained a reputation as an energetic, innovative and collaborative charity and this is evidenced by our award-winning projects and services. This excellence is down to the dedication and hard work of our Voluntary Board of Directors, our staff team, our partners and our volunteer team.

While COVID-19 has undoubtedly impacted how we work and the delivery of some services, MEAAP has quickly adapted following consultation with our partners and our community and has been central in supporting older people stay socially connected to their community whilst staying physically distanced. Most recently our IMPACTAgewell® staff have been supporting GP Practices across Mid & East Antrim with the rollout of the COVID-19 vaccination programme for example.

We are about to embark on a new and exciting chapter in our organisation's history. Thanks to the continued support of The Dunhill Medical Trust, who first became involved with MEAAP in 2017 to fund the pilot IMPACTAgewell® Programme, we have secured their support for us to explore ways in which we can build on the pilot's success, scale and share our learning and help MEAAP to become financially and operationally sustainable. This Steering group will be pivotal and we are seeking individuals with a variety of skills sets, passion and the energy to help us to achieve our vision for the future of MEAAP and ensure that many more older people can benefit.

If this sounds like you, we encourage you to apply.

Deirdre McCloskey
Executive Director

In 2015, The Dunhill Medical Trust set out on a journey to find and encourage local, asset-based approaches to addressing the health and social care needs of our ageing population. At that time, there were very few established partnerships doing this kind of work well and we weren't quite sure where the journey would take us.

We felt strongly, though, that the answer would lie in services that focused on health rather than ill-health and in finding solutions that could deliver health, well-being and social care support to people in their own homes and other familiar, community settings. We did not want to enter into futile debates about whether the services should be owned by the public, private or third sectors but we did want to gather the evidence to demonstrate how a strengths-based approach could work practically and how locally-based partnerships could be supported to deliver.

When we met the MEAAP team, we were excited and encouraged that this might be the team that could make our vision a reality. The independent evaluation of the three-year pilot we subsequently funded has shown we were right... We believe that they have hit on the right recipe for their communities and we're really looking forward to supporting the next stage of their journey which will see them exploring ways to share their recipe so that other communities and even more older people can benefit.

The experiences of this last year have not only brought the needs of older people and the challenges involved in meeting them into sharp focus, but have also highlighted what can be achieved when community services are well- co-ordinated and motivated around a common goal to deliver high quality support.

The context of health and social care delivery is changing. Health and social care providers and the communities they serve are looking for solutions. This is a really great opportunity for the right person to grasp and to help deliver them.

Susan Kay
Chief Executive

INTRODUCTION

Mid & East Antrim Agewell Partnership (MEAAP) is a local inter-agency partnership working to improve the lives of older people within the Mid & East Antrim Borough Council area since 2011. Over the last 10 years, we have grown significantly both in terms of staffing, programmes available and skill set. (www.meap.co.uk @meapni)

WE'RE LOOKING FOR VOLUNTARY MEMBERS OF A WORKING GROUP WHO WILL HELP US ACHIEVE OUR VISION.

OUR PLANS FOR THE FUTURE

We are delighted to have secured the necessary funding support from The Dunhill Medical Trust (www.dunhillmedical.org.uk) following our successful implementation of the IMPACTAgewell® Programme, to support MEAAP in establishing a self-financing Trading Subsidiary within the next two years. This will support MEAAP to not only continue improving the lives of older people within Mid & East Antrim, but will also allow this social enterprise to access new markets and customer needs across the UK sharing much of MEAAP's existing best practice and developing new products/services to meet emerging needs.

MEAAP are, as a result, planning to establish a Working Group from September 2021 to establish the feasibility of such a venture. If the feasibility stage proves successful within the first two years, we would foresee the members of the Working Group evolve into become a full Board Members of this new enterprise. This new enterprise, for which the name and legal status is to be confirmed, would then have access to funding support from The Dunhill Medical Trust for one further year.

Plans to recruit a Business Development Manager are ongoing and we anticipate having this post being filled from September 2021. This new staff member will work closely with the existing MEAAP Executive Director, to jointly report to the 'New Company' Feasibility Working Group on progress made against an agreed set of objectives.

WE NEED YOU

To take this forward, MEAAP are seeking individuals who have the passion and energy to support this new venture. We are particularly interested in securing individuals with particular expertise in commissioning of public sector contracts, have been involved in establishing a social enterprise or who have tech start-up experience.

OUR PROGRAMMES

MEAAP run a range of projects including;



Ageing Well Services - We work in partnership with Mid & East Antrim Borough Council (MEABC) Community Planning Partnership to support the delivery of the 'Good Morning' telephone befriending service in each of the areas, as well as an Older Peoples Handyman service for small home repairs.



IMPACTAgewell

IMPACTAgewell®, IMPACTAgewell is our innovative community led, social prescribing programme which has been developed and delivered by a wide range of healthcare practitioners including GPs, Community Pharmacists, Social Work teams and commissioners, thanks to funding from The Dunhill Medical Trust and The Health & Social Care Board.

Community Navigator Service

We partner with Age NI to deliver the Community Navigator Service which is funded by the Northern Health & Social Care Trust (NHSCT). This service allows us to work much closer with the NHSCT teams, and offer Older People and their families/carers as well as Health Care Professionals and Statutory agencies the opportunity to secure information on the wide range of support that is available via the community/ voluntary sector as well as join the dots between agencies.

Health and Wellbeing Projects

MEAAP also run a variety of small but vital projects relating to the health and Wellbeing of Older People in our area. These have included; 'Healthy Steps to Ageing' – a Building Community Pharmacy Project designed to support Older People identified as needing support and more recently, in light of the COVID-19 pandemic, we have developed more projects which will help Older People gain access and connect to the digital world.

Community Engagement and Support

As a charity we work extensively with local statutory and voluntary partners in community support. Since the start of the COVID-19 pandemic, work in this area has expanded to include emergency response helplines for those shielding, the coordination of volunteers for essential grocery and prescription delivery, meal deliveries to vulnerable people and friendship groups for older people living in their own homes as well as online intergenerational activities for local care home residents.



OUR WORK AND IMPACT

In 2020, we worked to support Older People in our community, engaging with care homes, community groups and directly with members of our community through our services, ensuring the voices and needs of the Older People in our area were upheld and protected.



58,786 Good Morning Calls Made



395 Handyman Visits Made



19 Different Funders



17 GP Practices involved in IMPACTAgewell



5,000 Diverse Community Calendars distributed



18 IMPACTAgewell Community Partnerships



Engaged with 138 Community Groups



381 new IMPACTAgewell Referrals



Engaged with 24 care homes

VOLUNTARY ROLE DESCRIPTION**TO CONTRIBUTE TO THE LEADERSHIP OF THE ENTERPRISE**

- Help shape the 'New Company' Strategic and Business Plans including aims, principles and values.
- Monitor actions against agreed workplan and key performance indicators.

CONTRIBUTE TO EFFECTIVE DECISION MAKING AND GOOD GOVERNANCE OF THE ENTERPRISE

- Prepare for, attend and contribute to four 'New Company' Feasibility Working Group meetings each year.
- Commit for a minimum of 3 years to help oversee the transition from Feasibility Working Group to a fully established Trading Subsidiary.
- Prepare for, attend and participate in any 'New Company' Strategic/ Planning days and task and finish sub groups.
- Represent the enterprise at occasional meetings and events.
- Apply independent judgement to all issues under discussion at 'New Company' Feasibility Working Group meetings.

PERSON SPECIFICATION

Those interested in joining the 'New Company' Feasibility Working Group as a Voluntary Member must demonstrate some or all of the following key skills: -

Desirable

- Experience in the commissioning of public sector contracts.
- Experience in establishing a social enterprise OR community-based business.
- Experience of being involved in health-related technology.
- Interest and knowledge of population health / community development related policies.
- Experience in having a strong network that could assist the organisation and its business development ambitions.

Essential

- Have strong leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
- Are visionary, creative and passionate about supporting MEAAP to establish this new enterprise and are prepared to invest energy in its success by learning and understanding the business and its stakeholders.
- Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the 'New Company' Feasibility Working Group.
- Understand the importance of good governance, and agree to work in accordance with any code of practice agreed by the 'New Company' Feasibility Working Group. Ongoing support, learning and development opportunities will be offered to members with this.
- Are good communicators, willing and able to promote the decisions of the 'New Company' Feasibility Working Group and the interests of the new enterprise, MEAAP and its beneficiaries.
- Are able and willing to act impartially and apolitically.
- Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgment.

TERMS OF APPOINTMENT**TIME COMMITMENT**

- Full 'New Company' Feasibility Working Group meetings occur quarterly for approximately 2-3 hours. Meetings are currently being facilitated virtually via Zoom, and it is likely a mix of face to face and virtual meetings will continue to be the case in the long term.
- We anticipate that there will be a further 2 Strategic/Planning Days in the first year as this is a new venture.
- Further 'Task and Finish' sub groups may be established, but only on agreement with the 'New Company' Feasibility Working Group members.
- The initial term is 3 years, to help support the transition from a Voluntary Feasibility Working Group to an established Trading Subsidiary with Board Members.

IN RETURN FOR YOUR TIME

- Opportunity to secure the long-term future of MEAAP.
- Opportunity to contribute and shape the new enterprise's purpose and vision.
- Opportunity to expand your professional network.
- Develop new skills.
- Receive support and training.
- This is a voluntary role but you will be reimbursed for any travel expenses and any other reasonable expenses which would enable your participation.

HOW TO EXPRESS AN INTEREST

If you wish to apply to join, please submit the following:-

- A Covering Letter indicating why you are interested in joining and your capacity to contribute professionally. (Maximum of 2 sides of an A4 page)
- A Curriculum Vitae (CV) (Maximum of 2 sides of an A4 page)
- As MEAAP is an Equal Opportunities organisation, we are asking you to submit a separate equality monitoring form (see attached).

Applications should be made by email to info@meaap.co.uk or via post to MEAAP, 18 Queen Street, Ballymena, BT42 2BD

Deadline for applications: Wednesday 30th June 2021

Interviews: MEAAP reserve the right, subject to the number of applications, to conduct a short-listing process and then expect suitable candidates to be invited for interview during the Summer period.

1. Introduction

Mid & East Antrim Agewell Partnership (MEAAP) is a "data controller". This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process.

This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

2. Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes. Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

3. Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses. Date of birth.
- Gender and religious background.
- Identification documentation -Copy of driving licence, passport etc Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in or cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details) Information from interviews you may have

4. Collection of Data

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Personal Data is kept in personnel files or within MEAAP HR and IT systems.

5. Usage of your personal data

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To process your application and to help us decide whether to make an offer of employment to you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

6. Purpose for using your personal data

We may process your data for the following purposes:
 Making a decision about your recruitment or appointment. AccessNI checks.
 Determining the terms on which you work for us. Checking you are legally entitled to work in the UK. To prevent and detect fraud.
 Equality and diversity monitoring.

How we process "special categories" of more sensitive personal information

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in "positions of responsibility").
- Information about your health, including any medical condition, health and sickness including pre-employment screening.
- Information about criminal convictions and offences.

We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.

These "special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances: Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with your application.

7. New purpose for using personal data?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

8. Automated decision making

It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

9. Third party service providers and data security

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

10. International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

11. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

12. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

13. Your Rights

As a data subject you have the following rights: The right to be informed

- The right of access to make a subject access request – you can request a copy of the personal data we hold about you
- The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- The right to erasure – you can ask that your personal data is erased
- The right to restrict processing – tell us to stop using information about you to sell products or services
- The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
- The right to object - you can tell us you longer would like us to process your data and to stop processing.
- Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

You have the right to complain about how we treat your Personal Data and Special Personal Data to Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

14. Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

15. Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.