

JOB DESCRIPTION

Job Title:	Deputy Programme Manager
Salary:	£31,917
Location:	Sefton CVS, Burlington House, Waterloo
Hours:	Full time - 35 hours per week
Term:	Fixed term until March 2024
Accountable to:	Living Well Sefton Programme Manager

Job Purpose:

To support the successful delivery of the Living Well Sefton programme. To continue to develop positive relationships with the Delivery and Neighbourhood Partners. To support the Living Well Sefton Grants and Training programme and support the successful Social Prescribing Programme.

Main Duties and Responsibilities:

- To support the Programme Manager in the successful delivery of the Living Well Sefton programme.
- Deputise and chair meetings in the absence of the Programme Manager.
- Ensure clear communication with Living Well Sefton Partners.
- To support the delivery of person centred and solution focused approaches throughout the partnership.
- Support and co-ordinate user engagement and involvement within the programme.
- Contribute to performance monitoring reports and review meetings.
- Attend relevant strategic meetings on behalf of the Programme Manager.
- To promote the Living Well Sefton programme with all key stakeholders.
- Support the Programme Manager, the Data and Intelligence Officer and the Evaluation, Quality and Grants Officer, in supporting Living Well Mentors to achieve their targets.

- Support the management of the Community Connector programme.
- Support all communications on behalf of the programme.
- In conjunction with the Programme Manager, oversee the programme budgets.

Grants

- To oversee the Living Well Sefton Grants Programmes; including the Community Resilience Grants, the Workplace Grants, Individual Grants, Neighbourhood Grants and any other funding we are asked to manage.
- Regularly review grant criteria and processes alongside the Evaluation, Quality and Grants Officer .
- To review grants expenditure against the allocated budget.
- To work closely with the Evaluation, Quality and Grants Officer to ensure the effective administration of the grant's programmes.
- To oversee the promotion of the grant opportunities and the successful grant recipients.
- To oversee the monitoring and evaluation of the grants programme in conjunction with the Evaluation, Quality and Grants Officer.

Social Prescribing Programme

- To support and oversee the successful Social Prescribing Programme.
- Line manage Social Prescribing Link Workers.
- To liaise with key stakeholders within the Primary Care Networks and relevant partners, ensuring consistent approaches across the Borough.
- To ensure all Link Workers across the PCN areas have appropriate training and development and are supported in their role and feel part of a wider team.
- Lead on recruitment and induction processes for Social Prescribing Link Workers.
- Continue to develop and review standardised processes for the delivery of the Social Prescribing Programme.
- To ensure clear communication regarding all day to day operational and strategic processes and developments.
- To review local and national good practice in social prescribing and utilise this to develop the programme.
- To promote the successes of the Social Prescribing Link Workers to partners and key stakeholders.
- To contribute and lead on performance monitoring for Social Prescribing.
- Provide regular evaluation and gap reporting for Sefton's Social Prescribing Programme.

Training and Development Offer

- To co-ordinate the Make Every Contact Count (MECC) Training Offer across Sefton with key partners and stakeholders.
- To design and deliver a 'train the trainer' approach to support the delivery of MECC and develop appropriate mechanisms to ensure the appropriate support is offered and the training is of high quality.
- To identify, deliver and source relevant training for the Living Well Sefton Programme key partners and neighbourhood partners.

- To identify gaps in provision and to ensure this intelligence is fed into priority setting for the programme.
- To support the programme offer from all partners and enable connectivity to the wider community and voluntary sector.
- Undertake additional duties as may be reasonably required, within the general terms of the job description.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being a LGBTIQA+ friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.

Sefton CVS actively welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS	E/D	HOW TESTED? Application Form/Interview/ Reference/Test
QUALIFICATIONS AND TRAINING		
<ul style="list-style-type: none"> Higher education qualification relevant to the role 	E	Application/Interview
<ul style="list-style-type: none"> Evidence of continued professional development appropriate to the role 	E	Application/Interview
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> Able to demonstrate a commitment to and understanding of confidentiality in relation to the post, including a strong understanding of information governance and GDPR requirements 	E	Application/Interview
<ul style="list-style-type: none"> A thorough understanding of safeguarding in relation to adults and children and able to support 	E	Application/Interview
<ul style="list-style-type: none"> Ability to prioritise and organise own work load 	E	Application/Interview
<ul style="list-style-type: none"> Excellent communication and interpersonal skills, able to communicate with people and groups at a range of levels 	E	Application/Interview
<ul style="list-style-type: none"> Ability to prepare and present both written and verbal reports to a high standard that support continuous improvement to the service 	E	Application/Interview
<ul style="list-style-type: none"> Ability to manage and monitor budgets effectively 	E	Application/Interview
<ul style="list-style-type: none"> Willing to work flexibly outside normal working hours to meet the needs of the service 	E	Application/Interview

<ul style="list-style-type: none"> • Able to form good working relationships with people from a wide range of backgrounds to achieve the programme goals and help to promote the service 	E	Application/Interview
<ul style="list-style-type: none"> • Excellent IT skills, confident in using a range of IT platforms, applications and devices effectively 	E	Application/Interview
<ul style="list-style-type: none"> • Understanding of the principles of health improvement, behaviour change and health inequalities in Sefton alongside the wider determinants of health 	E	Application/Interview
<ul style="list-style-type: none"> • Understanding of Social Prescribing and the programme in Sefton 	E	Application/Interview
<ul style="list-style-type: none"> • Excellent understanding of the range of community services available in Sefton 	E	Application/Interview
EXPERIENCE		
<ul style="list-style-type: none"> • Experience of line managing staff and leading a team 	E	Application/Interview
<ul style="list-style-type: none"> • Experience in recruitment and performance management 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working with datasets to interrogate data, developing evaluation materials and reports 	E	Application/Interview
<ul style="list-style-type: none"> • To be able to set up and maintain appropriate systems for the management and accurate recording of work including user feedback 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working collaboratively, across organisations, to build relationships 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of developing new projects with local people/local communities and partners to meet local needs 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working independently to meet deadlines 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of planning and delivering training to internal and external colleagues 	E	Application/Interview
<ul style="list-style-type: none"> • Experience of working with and supporting volunteers 	D	Application/Interview
<ul style="list-style-type: none"> • Experience of running grants programmes 	D	Application/Interview

PERSONAL REQUIREMENTS		
• Self-motivated, resilient and a resourceful problem solver	E	Application/Interview
• High levels of emotional intelligence able to quickly build rapport and positive working relationships	E	Application/Interview
• Strong team player willing to be flexible to meet the needs of the project	E	Application/Interview
• To understand the ethos, values and operating environment of voluntary, community and faith sector organisations	E	Application/Interview
• Full driver's licence and use of a vehicle for work	D	Application/Interview

Common Requirements for all Sefton CVS posts

Communication Skills

- To communicate effectively with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time effectively and efficiently.
- To be able to create, implement and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS personnel and their projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.