

## JOB DESCRIPTION

### Connected Communities Programme Manager

<b>Job title:</b>	Connected Communities Programme Manager
<b>Employer:</b>	Community Action Redbridge
<b>Responsible to:</b>	Head of Health and Wellbeing
<b>Responsible for:</b>	Social Prescribing Coordinator, Social Prescribing Project Worker
<b>Place of work:</b>	Community Action Redbridge, 103 Cranbrook Road, Ilford IG1 4PU
<b>Hours of work:</b>	35 hours per week
<b>Salary:</b>	£38,818 per annum

### Purpose

- To manage and develop a programme of work that empowers and enables local people to pursue their vision for a good life.
- To support the development of local plans and priorities, helping to ensure that they meet the needs and aspirations of local people.
- To provide direction and energy to this important and developing area of our work.

### Main responsibilities

- To lead and develop a team, manage performance effectively, set clear objectives, and foster a positive work environment.
- To continuously develop the programme in line with community development principles and Community Action Redbridge strategic priorities.
- To lead on programme monitoring, evaluation and impact reporting, using a range of qualitative and quantitative methods to ensure that programme outcomes are achieved and evidenced.
- To ensure that the people we support are involved in the development and ongoing evaluation of the programme.
- To ensure that data and insights from the programme are captured and used effectively to inform and influence local plans and priorities, including:
  - Collating, analysing and reporting information about local assets and the needs of local people and communities.
  - Strengthening systems for monitoring unmet need and service demand.
- To make connections and build and maintain effective partnerships to strengthen the programme, and raise awareness and understanding of its value and impact.

- To work collaboratively with other colleagues, supporting cross-team working to ensure that VCSE organisations are supported, sustainable and valued.
- To pro-actively identify and manage programme risks, ensuring timely remedial action.
- To plan and manage project budgets and monitor expenditure.
- To work with the Head of Health and Wellbeing to develop new projects and proposals in line with agreed strategic priorities.
- To act as the Community Action Redbridge Designated Safeguarding Lead.

### **General duties**

1. Help to ensure that Community Action Redbridge embraces diversity, challenges discrimination, and reflects the communities of Redbridge
2. Participate in your own reviews and appraisal
3. Take part in training and personal development and participate in team meetings, staff development, away days and reviews etc.
4. Be an active member of the Community Action Redbridge staff team. This will require the post holder to:-
  - Represent the organisation externally to a wide range of stakeholders
  - Contribute to the development and performance of Community Action Redbridge
  - Adhere to all Community Action Redbridge policies and procedures
  - Actively promote the principles of equal opportunities, celebrate diversity and challenge discriminatory practice
  - Undertake any other duties as required which are in line with the objectives of the post

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of community-centred approaches for health and wellbeing.</li> <li>• Excellent knowledge and understanding of the wider determinants of health and the underlying causes of inequality.</li> <li>• Strong organisational and project or programme management skills, and the ability to manage competing priorities.</li> <li>• The ability to build strong and impactful partnerships.</li> <li>• Knowledge and understanding of safeguarding adults at risk.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing and developing a team.</li> <li>• Experience of data collection and project monitoring, evaluation and reporting.</li> <li>• Experience of writing proposals and/or fundraising.</li> <li>• Previous experience of asset-based community development.</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Highly motivated with a passion for, and affinity with, our cause.</li> <li>• A reflective approach to work and a commitment to continuous learning and development.</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A commitment to diversity, equity and inclusion, and to working anti-oppressively and challenging injustice.</li> <li>• A willingness to work flexibly, including occasional evenings/weekends by prior arrangement.</li> </ul>	