

**Pioneering Care Partnership**

**Job Description**

**Project Lead**

**County Durham COVID-19 Resilience Team**

# Responsible to: PCP Executive Lead (in the first instance)

# Accountable to: PCP Chief Executive & Board of Trustees

# Located: Home-based

# Scale/Salary: PCP Band 8a, £29,254 per annum, pro rata

# Hours: 30 hours per week

**Term:** Fixed term until 31/03/2022, with the possibility of an extension thereafter

# DBS Status: This post requires an Enhanced DBS

**Key Role**

To effectively and efficiently mobilise, deliver and sustain a multi-agency, community based resilience team for the community of County Durham. to ensure access to timely, local wellbeing/psychosocial and psychological support for COVID-specific mental health and emotional wellbeing needs

To successfully line manage the VSCE COVID-19 Resilience Teamto ensure achievement of performance targets and milestones in-line with commissioner, funder and PCP expectations, ensuring the requirements of the Main Contract are met.

Building and maintaining effective links related to organisations and stakeholders.

Managing performance to agreed indicators and targets and reporting progress to relevant funders/commissioners.

Leading on and ensuring effective data recording and management systems are in place and adhered to.

Monitoring performance, addressing any underperformance issues and assisting to maximise outcomes across the service.

To support the growth and development of PCP projects as appropriate.

**Job Description**

1. To manage and develop staff/volunteers to deliver the aims of the defined project/service.

2. To identify, develop and maintain communication methods which best suit the communities identified.

3. To ensure that projects meet the needs of residents through applying an asset based community development approach drawing on existing community strengths to build stronger, more sustainable communities for the future.

4. To performance manage allocated projects and complete all necessary reporting requirements in relation to allocated contracts.

5. To successfully manage project staff and resources allocated to project delivery.

6. To ensure continuous improvement and develop projects in line with best practice, quality standards and local opportunities.

7. To maintain effective links with commissioners, partners and related organisations.

8. To ensure effective performance management to agreed indicators.

9. Enabling and empowering teams to ensure performance targets are met and progress reported to relevant funders/commissioners in a timely manner.

10. To conduct research, gather intelligence and respond to any trends or gaps identified.

11. To ensure effective data recording and management systems are in place and adhered to at all times.

12. To contribute to the planning, development, management and sustainability of projects in conjunction with the Executive Leadership Team.

13. To ensure that the project has an appropriate communications strategy and maximise

PR and marketing opportunities.

14. To be an ambassador for PCP and represent the organisation at a number of different forums and events.

**General**

1. To effectively demonstrate and carry out this line management role in line with the organisations core values.

2. To provide line management and coaching support to employees, adhering to PCP’s policies and procedures.

3. To be responsible for the collation of appropriate monitoring and evaluation information to support the achievement of agreed targets and outcomes within the project or service.

4. To provide accurate and timely internal and external reports as required.

5. To liaise with relevant teams to ensure that opportunities are maximised for service users/clients.

6. To adhere with financial processes and procedures and ensure that all resources purchased are within the allocated cost code budget(s).

7. To work to develop and apply appropriate monitoring, evaluation and quality tools in accordance with the quarterly performance monitoring procedures.

8. To ensure quality standards are developed and maintained.

9. To recruit, support, train and motivate staff and volunteers as required.

10. To comply with PCP policy & procedures.

11. To monitor and maintain health and safety and security within the workplace.

12. To undertake any training and development deemed appropriate.

13. To undertake any other such duties required by your Line Manager or the Chief

Executive.

**July 2021**