**Pioneering Care Partnership**

**Job Description**

**Project Lead**

# Responsible to: Project Development Manager

# Accountable to: PCP Chief Executive & Board of Trustees

# Located: Sunderland

# Scale/Salary: Band 8a/b, £29,254 pro rata

# Hours: 21 hours per week

**Key Role**

To effectively and efficiently deliver and sustain projects and services for the Pioneering Care

Partnership (PCP).

To effectively develop and deliver Healthwatch, assisting the Board to ensure that Healthwatch operates in line with legislation and is accountable to the community.

To successfully line manage project teams and support achievement of performance targets and milestones in-line with commissioner, funder and PCP expectations.

To support the growth and development of projects as appropriate.

**Job Description**

1. To manage and develop Healthwatch as a local independent consumer champion for health and social care services ensuring it provides a focus of the voices of citizens.

2. To support and sustain the Healthwatch Board, including recruitment, induction, and training. Developing understanding of the landscape and health and social care systems.

3. To ensure that projects meet the needs of residents/beneficiaries 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 be responsible for developing, managing, implementing and monitoring an independent annual Healthwatch work plan linked to the overarching goals and priorities. Working closely with the Chair and Board to ensure quality, accountability ensuring that their independent priorities are based on intelligence and changing landscapes.

6. To ensure Healthwatch delivers an effective and credible Enter and View function in line with statutory requirements and best national practice.

7. To oversee robust research and intelligence systems to enable Healthwatch to effectively and constructively challenge how health and social care services are both commissioned and provided.

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

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

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

11. To ensure effective performance management to agreed indicators.

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

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

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

15. To contribute to the planning, development, management and sustainability of projects in conjunction with the Project Development Manager and Head of Projects.

16. To ensure that all projects have an appropriate communications strategy and maximise

PR and marketing opportunities.

17. 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.

**August 2019**