



North East and North Cumbria VCSE Programme Manager

Candidate Pack

November 2020

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Welcome

Dear Potential Applicant

I am pleased that you have enquired about the opportunity to become the **North East & North Cumbria VCSE Programme Manager** at VONNE. This is a great opportunity to be involved in development and implementation of a new cross sector programme across the North East working in a busy and varied role.

VONNE supports and promotes charities, community groups and social enterprises in the North East. We have over 1200 members with further reach through our many networks. VONNE have a committed and experienced staff team of eight and have built a reputation for expertise and quality. We are collaborating with colleagues in Cumbria CVS to support this work programme.

We are looking for a self-motivated experienced project manager with significant community engagement and partnership working experience, preferably within the Voluntary, Community and Social Enterprise sector (VCSE), who can communicate effectively with a variety of audiences to promote collaboration within the health and wellbeing field.

This post is open to secondment. Please contact jane.hartley@vonne.org.uk if you wish to discuss secondment further.

The closing date for applications is **Thursday 26th November 2020** (12 noon). Please email any queries and/or your completed application form to recruitment@vonne.org.uk



Carol Botten
VONNE CEO

Job Description

Job Title	North East & North Cumbria VCSE Programme Manager
Hours Worked	22.2 hours (3 days) - 29.6 hours (4 days) per week (negotiable)
Salary	NJC scale point 33-38 £36,922-£41,881 gross
Location	Flexible; homeworking or office based (Newcastle)
Duration	12-month Secondment or Fixed Term Contract
Reporting to	Health & Wellbeing Associate
Accountable to	VONNE Chief Executive and Board of Trustees

Management responsibility for

Project Engagement Officer/s & Sub Contracted VCSE Partners/Leads.

Summary

We are looking for an experienced Project Manager with significant partnership working experience, with an understanding of, and/or experience of working with, the voluntary, community, and social enterprise (VCSE) sector, ideally in the context of improving health and wellbeing outcomes. The ideal candidate will have an awareness of the local, regional and national drivers of the health and care agenda with an ability to build relationships and partnerships at strategic level to promote VCSE engagement in the planning and commissioning of health and care services.

Job Purpose

To support the development of meaningful engagement, involvement and collaboration between VCSE organisations involved in health and wellbeing across the north east and statutory health and care commissioners and providers in the planning, commissioning and delivery of health and care services and support, contributing to the collective aim which is to improve the health and wellbeing of our population.

This role includes supporting engagement of VCSE representatives within the planning and governance structures of the North East and North Cumbria Integrated Care System (ICS).

Overall Responsibility

To provide day to day management of the North East & North Cumbria (NENC) VCSE Leadership Programme. As Programme Manager, the postholder will lead on delivering effective implementation of the NENC VCSE Leadership Programme and ensure VCSE sector input and engagement across the NENC ICS.

Hosted by

The post is hosted by VONNE, the north east regional VCSE infrastructure organisation as the VCSE Lead partner organisation for the NENC ICS VCSE Leadership Programme.

Main Purpose of Job

The Programme Manager will:

- Maximise the impact of the voluntary and community sector as an equal partner in the NENC ICS.
- Ensure the VCSE sector has a strong influential voice and visibility and is able to contribute to the development of plans to improve health and well-being of the NENC population.
- Support the building of confidence in the VCSE across the health and care system.

This will be achieved by:

- Supporting engagement of the VCSE sector across the NENC footprint via VCSE Infrastructure organisations, networks, and the Health & Wellbeing Network & NENC VCSE Partnership Forum.
- Building positive relationships across the VCSE sector and health and care systems at Locality, ICP and ICS level across the NENC footprint.
- Identifying and sharing best practice working with other VCSE Leadership Programme colleagues across the country, NHSE/I Voluntary Partnerships Team and NCVO as part of their support offer to Leadership Programme Cohorts.
- Securing and coordinating VCSE representation on key ICS Boards, work streams, clinical networks at both ICS and ICP level and developing opportunities for collaboration.
- Representing and championing the VCSE within key Strategic Forums.
- Lead on the development and implementation of the Leadership Programme Action Plan.

Duties and Responsibilities

1. Manage the delivery of the NENC VCSE Leadership Programme ensuring it is meeting objectives, delivered to time, budget and agreed criteria.
2. Provide influential and inspirational leadership to ensure the VCSE is an equal partner in the NENC ICS. This will be achieved through developing excellent relationships with programme stakeholders, advocating for the VCSE, and encouraging the ICS to consider new and innovative approaches to working closely with the VCSE to support health and wellbeing needs of local communities.
3. To work collaboratively with the Health Partnerships Officer at Cumbria CVS and the Cumbria Action for Health Network to support reach across the ICS footprint.
4. To ensure there is a strong VCSE voice across the breadth of the NENC ICS, its Boards and programmes and represent the VCSE voice within key strategic forums where required.
5. Connect the VCSE into opportunities for the VCSE and health and care sector to collaborate and co-produce projects and secure funds together to improve health and wellbeing for local communities.
6. Work with VCSE key stakeholders and partners to develop the wider capacity of the VCSE sector, including work with partners and national bodies to identify additional opportunities and resources (human and financial) to increase and enhance the impact and participation of the VCSE across NENC.
7. Develop excellent robust partnerships with key stakeholders at all levels to ensure effective networks are created and maintained and ensure stakeholders are kept informed of progress.
8. To use a range of influencing and communication techniques to overcome resistance to change and to encourage and support various stakeholders to agree to adopt and act on the case for change.
9. Ensure the overall successful delivery of the programme. This will entail using high levels of persuasive and negotiating skills to ensure that difficult decisions are implemented via external partners not directly managed by the postholder.
10. Be accountable for the implementation and delivery of governance and reporting processes to provide programme assurance to all stakeholders. With support from the VCSE Leadership Programme Leads provide updates to VONNE Board and NHSE/I on a regular basis, with recommendations and support for action where necessary.

11. Responsible for oversight of the budget supporting this programme and monitoring the performance of sub-contractors/ providers, ensuring that performance aligns and complies with contractual terms and conditions. Support preparation of Programme budget reports to VONNE Board and NHSE/I.
12. Responsible for generating and analysing highly complex information to ensure implications are considered and informed decisions made. Present highly complex and sometimes contentious information on all aspects of delivery area in a clear, understandable, and audience-appropriate manner to senior management, board level groups and key internal and external stakeholders.
13. Ensure that the programme maximises the use of national funding opportunities to strengthen VCSE capacity and representation.
14. Overseeing the development and delivery of a Communications Strategy to strengthen communications and engagement across the VCSE and wider stakeholders, proactively sharing information with key stakeholders and establishing good practice.
15. Provide overall line management of programme staff as required including developing and nurturing a culture of mentorship and openness.
16. Manage sub contractual relationships with any sub-contractors supporting delivery of the Programme and provide leadership and direction to sub contracted staff.
17. To perform and ensure the discharge of administrative duties relevant to the post including maintaining accurate records and ensuring that the Programme meets its obligations for GDPR and Information Security.
18. Develop a culture that promotes equality and diversity. The postholder must be aware of and comply with the Equality and Diversity policy of VONNE as well as actively promoting equality and diversity issues relevant to the role.
19. To familiarise and understand all processes and procedures in relation to the programme and VONNE.
20. To maintain a good level of understanding and information on VONNE and its services and to work closely with the Senior Management team to ensure staff are informed on Programme progress.
21. Such other duties at a comparable level of responsibility as determined by VONNE.

Person Specification

	Essential	Desirable	How assessed*
Values and Personal Attributes			
1.1 Innovative and creative	✓		AF/INT/R
1.2 A natural collaborator	✓		AF/INT/R
1.3 Pragmatic, empathetic and sensitive to others	✓		AF/INT/R
1.4 Honest, trustworthy and has Integrity	✓		AF/INT/R
1.5 Driven, Independent, and reliable	✓		AF/INT/R
Qualifications			
2.1 Educated to degree level or equivalent experience (must be able to demonstrate ability to have the capacity/experience to take on a senior management role)	✓		AF/Cert
2.2 Project Management qualification		✓	AF/Cert
2.3 A Management qualification (e.g. Diploma in Management Studies)		✓	AF/Cert
Skills, Knowledge and Experience			
3.1 Significant experience at a senior management level including experience of leading and managing change.	✓		AF/INT/R
3.2 Ability to establish credibility with all colleagues from across the region. Excellent relationship-building skills with experience of consensus building and understanding of power	✓		AF/INT/P/R
3.3 Demonstrable experience of managing staff and other Consultants/partners working to a common goal but on disparate tasks/projects	✓		AF/INT/R
3.4 Exemplar partner and stakeholder management skills	✓		AF/INT/P/R

3.5	Excellent persuasion, influencing, communication and negotiation skills. Able to communicate and build relationships at all levels with tact and sensitivity where needed. Ability to manage potentially complex and politically sensitive relationships. Experience of adapting communication style and content to meet the needs of the audience.	✓		AF/INT/R
3.6	An understanding and knowledge of the workings of the NHS, the challenges it faces and of the reform agenda. Good understanding of the NHS and involvement in the production of local (organisation) or sector-wide strategies.		✓	AF/INT/R
3.7	Knowledge of employment law, health and safety, safeguarding and data protection legislation.		✓	AF/INT/R
3.8	Experience of influencing policy and social change including contributing and advising on VCSE policy.		✓	AF/INT/R
3.9	An understanding of, and/or experience of working with, the voluntary, community, and social enterprise sector, ideally in the context of improving health and wellbeing outcomes.	✓		AF/INT/R
3.10	The ability to explain, listen and influence in the face of resistance and financial restraint with statutory and VCSE organisations.	✓		AF/INT/R
3.11	Experience of successfully managing significant budgets, including setting and monitoring and adjusting budgets.	✓		AF/INT/R

3.12	Ability to work across and understand the geographically, economically and culturally diverse communities across the NENC ICS.	✓		AF/INT/R
3.13	Excellent planning, organisational and analytical skills with a practical approach to problem-solving.	✓		AF/INT/R
3.14	Excellent presentation skills and the ability to produce clear, concise and accurate written documents.	✓		AF/INT/R
3.15	Computer literate with an ability to use the required systems/office packages. Proficient user of Microsoft Office packages (e.g. Word, Excel, PowerPoint).	✓		AF/INT/R
Other Requirements				
4.1	A willingness and ability to travel across North East and North Cumbria geography	✓		AF/INT
4.2	Willingness and ability to work flexibly including evenings to attend meetings as required.	✓		AF/INT
4.3	Ability to work from home with access to WIFI when required to meet business needs	✓		AF/INT

* Key to how skills are assessed

AF = Application Form

P = Presentation

INT = Interview

AT = Assessment/Task exercise

R = References

CERT = Certificate of qualification

Principle Terms and Conditions

Job Title	North East & North Cumbria VCSE Programme Manager
Hours Worked	22.2 – 29.6 hours per week (negotiable)
Responsible to	VONNE Health and Wellbeing Associate
Salary:	This post is offered at NJC scale point 33-38 £36,922-£41,881 gross. Standard of living increases will be awarded each year in line with local authority pay settlements. Following the probation period, scale increments will be awarded annually.
Contract:	12-month secondment or Fixed Term Contract.
Hours:	22.2-29.6 hours per week (negotiable). Working pattern flexible and to be agreed with the successful applicant. There is no payment for overtime, but excess hours should be taken as lieu time.
Notice:	Notice to terminate employment is two months by either side (1 week during probationary period).
Annual leave:	The full-time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of 1 day for each full year of continuous service.
Pension:	VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of 5% of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location:	Flexible; homeworking or office based (Newcastle). VONNE's office is based at 4 th Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS but you may be required to work at other locations (mainly in the North East) to attend meetings and events.
Expenses:	VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).
Health	All VONNE staff are covered by the Simply Health Cash Plan scheme where employees can claim for visits to an optician, physiotherapist, chiropodist, emergency care from the dentist and more.

Recruitment Timetable

Application Deadline	Thursday 26 th November 2020 (12 noon)
Shortlisting	Completed by Wednesday 2 nd December 2020
Interviews (via Zoom)	Wednesday 9th December 2020

We will always endeavour to contact all applicants following shortlisting, however if you have not heard from us by Friday 4th December then unfortunately your application has been unsuccessful.