

JOB DESCRIPTION

Project Manager – Working together for a Dementia-Friendly Brent

Working Together for a Dementia-Friendly Brent ('the Project') is a partnership project that has been awarded funding by the National Lottery Community Fund for the next three years. The Project has been developed by Community Action on Dementia Brent (CAD Brent), a charity which brings together local people and organisations who share the vision of a dementia-friendly Brent. Sixteen local organisations will work together with people living with dementia and their carers to improve services and raise awareness of the needs of people living with dementia in the borough and the services available to them. The Project will enhance existing local services and develop some new ones, including two Dementia Hubs, which will offer a base for a number of new and existing services.

Ashford Place is the lead partner for the Project and will employ and line manage the Project Manager. The Project Manager will co-ordinate and manage the development of the partnership and the delivery of the Project, as well as the development of the services delivered by Ashford Place.

Responsible to: Ashford Place CEO

Salary: £35,000 per annum

Hours: 37

Contract: Three year project

1. Key Outcome Domain:

The role of the Project Manager is to ensure that:

- The Project is well-led and managed and delivered within budget,
- The Lead Partner and other partners fulfil their responsibilities under the Project Partnership Agreement,
- People living with dementia and their carers are fully involved in all aspects of the management, development, delivery, monitoring and review of the project,
- Project partners are fully involved in the implementation of agreed plans and in monitoring and reviewing progress,
- Services are developed and delivered on time in line with the Project Plan and the Project outcomes are delivered,
- People living with dementia, carers, local voluntary and statutory organisations, and the public know about the project and services available and hear about developments and progress,

- Learning from the Project is collected and shared, and the experiences of people living with dementia and their Carers are at the heart of the evaluation of the Project.
- Alongside the Ashford Place CEO, liaise with funders, strategic partners and stakeholders as required.

2. Main Duties and Responsibilities

a. Lead and Co-ordinate the Partnership

- Implement, monitor and report on progress with, the Project Plan and individual service plans and timetables, ensuring all partners are aware of their roles and responsibilities.
- Co-ordinate the work of, supervise and support the Development Worker (Friends of Barham Library) and IAG Worker (Brent Carers Centre) in liaison and cooperation with their Line Managers.
- Work with Dementia Voices Brent to ensure involvement of people living with dementia and carers in all aspects of the development and delivery of the project.
- Work with partners to agree shared policies and procedures and systems as needed to ensure the smooth and effective delivery of the Project.
- Ensure the appropriate and secure use of information about service users, volunteers and staff in the delivering, monitoring and reporting of the project in line with the Project Information Governance and Data Protection protocol.
- Work with partners to agree and implement an Engagement Plan for the Project, including how the Project will engage with people living with dementia and their Carers, voluntary and statutory organisations and the public.
- Work with partners to agree and implement a Promotions and Publicity Strategy and Action Plan for the Project, to include website developments, social media, publicity materials and events.
- Work with the Steering Group and CAD Brent to identify the opportunities for volunteers to be involved in the Project and develop a plan for the recruitment, training and placement of volunteers across the partnership. Review volunteer involvement and future needs annually.
- Work with partners to agree and implement a Fundraising Strategy for the Project and to develop plans for future sustainability.

b. Facilitate the Steering Group for the Project

- Maintain the membership of the Steering Group in line with the Partnership Agreement, and work with members to develop Steering Group Terms of Reference.
- Work with Dementia Voices Brent to recruit people living with dementia and Carers to the Steering Group, and ensure their training and support needs are met.
- Liaise with the Steering Group Chair to develop the agenda and papers for the meetings and ensure meetings are recorded.
- Support the Steering Group to host seminars, workshops and other events to promote the Project and share what has been learned.

c. Development of the Projects delivered by Ashford Place

- Co-ordinate the setting up and development of the new services to be delivered at Ashford Place as part of the Project, including the new Dementia Hub.
- Recruit volunteers for new services, as needed, in line with Ashford Place Volunteer Policy and Procedures, and ensure that volunteers receive training, support and supervision.
- Set up administration, monitoring and reporting systems for new services offered by Ashford Place in line with Project requirements.

d. Monitoring, evaluating and reporting on the progress of the Project and sharing the learning

- Develop and implement a Performance Monitoring and Management Framework and systems for the Project.
- Offer support to partners as needed to implement monitoring and reporting systems and to complete and return monitoring returns.
- Prepare reports for funders, the Steering Group and Ashford Place Board.
- Carry out six-monthly and annual reviews of the Project, involving people living with dementia and their Carers, the Steering Group and partners.
- Recruit an external organisation to undertake annual evaluations of the Project and oversee their work, providing information as needed, and maximising the involvement of people living with dementia and their Carers
- Work with Dementia Voices Brent to set up and maintain a Learning History for the Project
- Develop and use a variety of methods to circulate information and learning from the project eg. website, blogs, webinars etc.

e. Financial management

- Ensure that funds are allocated to partners and projects in accordance with the Project Agreement.
- With the Ashford Place Finance and Operations Director, set up systems for budget management of the Project and provide regular financial reports to funders, the Steering Group and Ashford Place CEO.
- Ensure partners provide financial information at agreed intervals in an agreed format, as required.

f. Administration

- Provide supervision, support and line management to the Project Administrator
- With the Project Administrator, set up and maintain effective administrative systems for the Project and for the Project's services offered by Ashford Place.

g. Equality and Diversity

Promote and work in accordance with Ashford Place's Equal Opportunities and Diversity Policy.

h. Health and Safety

Work in accordance with Ashford Place's Health and Safety Policy and Procedures.

i. Training and development

Undertake training and development activities as agreed with the Ashford Place CEO.

j. Other responsibilities

- Work in accordance with Ashford Place policies and procedures and remain familiar with operational procedures and any amendments to the procedure manual.
- Any other duties as required by the Ashford Place Board. (NB: Should any other duties become a regular requirement of the post, the Job Description will be reviewed)

Person Specification: Project Manager – Working Together for a Dementia-Friendly Brent

Experience	What we are looking for	Essential/ Desirable	How we will test it
	Experience of management in community-based services in a health, social care or voluntary sector setting		Interview
	Experience of managing complex projects with multiple partners		Interview/app form
	Experiences of working with people with lived experience to develop and deliver services		Interview/app form
	Experience of managing staff and volunteers		Interview/app form
	Experience of public speaking, delivering presentations and meeting facilitation		Interview/app form
Aptitude and Skills	Excellent communication, influencing and motivation skills		App form
	Excellent literacy and numeracy skills		Interview
	Ability to build constructive and collaborative working partnerships with organisations and individuals		Interview/app form
	Excellent marketing and negotiating skills and ability to influence others from a cross section of the community.		Interview/app form
	Excellent analytical, problem solving and decision making skills		Interview/app form
	Excellent organisational skills and proven ability to manage own time and workload		Interview/app form

	High level of ICT skills including Microsoft Office and CRM software		Interview/app form
Knowledge	Relevant qualification in Project Management		App form
	A sound knowledge and understanding of the issues that face people living with dementia and their Carers and the services available to them.		App form
	Knowledge of current and developing health and social care policy agenda		App form/Interview
Values	A commitment to and understanding of equal opportunities, the elimination of discrimination and the empowerment of individuals and groups.		Interview
	A commitment to the importance of the involvement of people with 'lived experience' in all aspects of planning and delivery of services		Interview
	A commitment to co-production of services with people who have lived experience,		Interview