# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Partnerships Programme Lead

# Department: Adult Social Care and Health

# Grade: [Local Managerial Grade 1](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Head of Partnerships

# Purpose of the Role:

The planning, performance and engagement division supports the Adult Social Care and Health department (ASC&H) in a range of strategic areas including, Safer Communities, Workforce, Organisational Development, Training, Business Development, Insight, Performance Improvement/Assurance, Inclusion and support services.

The Partnerships Team will contribute to the work of the division and will lead on the co-ordination of programmes relating to Migrant Support, Financial Inclusion, VCSE partnership / infrastructure arrangements, Community Network Hubs.

This role will be responsible for leading on collaborative design and delivery of all aspects of the East Sussex Community Network/Hub and Financial inclusion Programmes, working across related areas as required. The role is responsible for managing relationships and expectations of all multi agency partners. They will also be responsible for budget setting, people management, financial monitoring, and performance management of all aspects of the East Sussex Community Network/Hub and Financial Inclusion Programmes.

The role will be both challenging and rewarding as it is very much at the heart of the departments and County Council’s community offer.

**Key tasks:**

1. Establish and maintain the appropriate governance arrangements for the programme.
2. Formulate a strategy and develop detailed plans for the delivery of a multi-agency, interdisciplinary programme to encompass a wide range of upstream prevention support such as debt and housing advice, as well as access to practical help, support and social opportunities available in local communities.
3. Work with internal departments and external organisations to identify and agree elements of the programme to be delivered by/in conjunction with other stakeholders.
4. Direct and lead the mapping, and insight, that will identify the key lines of enquiry, agreed focuses for the Community Network/Hub programme.
5. Lead on designing shared business case(s) for a core ‘menu’ of advice and support services, investment required and expected benefits for the programme to inform effective decision-making.
6. Define alignment of the core ‘menu’ against multi agency activity and services operating or in developments across service areas (Children and Families, Asset Based Community Development, Locality and Neighbourhood).
7. Compile reports and present to relevant committees and groups as required.
8. Design and implement a cycle of learning & evaluation that brings together Local Leads to create a culture of continuous reviewing and refreshing of goals and implements lessons learnt to ensure communities needs are addressed.
9. Oversight for the implementation of Community Network/Hub projects, to ensure delivery of the outcomes set out in the programme and manage any current or future resources, attached to the programme.
10. Ensure that project plans and proposals are in line with East Sussex County Council policies and strategies, enhance efficiencies and client experience, whilst ensuring best use of public resources and supporting the achievement of relevant savings targets.
11. Review all relevant policies and procedures ensuring they are fit for purpose, and amend, strengthen or create policies and procedures where appropriate in support of the programme delivery.
12. Make recommendations on future on-going work and associated resource requirements.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF level 5 or equivalent experience.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Organisational skills.
* Communication skills with the ability to present complex information and reports clearly verbally and in writing in a variety of formats in a wide range of settings, including preparation and presentation of reports to a wide range of stakeholders
* Ability to influence without authority,support change, use negotiation skills and offer credible information and advice.
* Ability to deliver projects on time and in budget, including making decisions when dealing with constant and conflicting demands on time
* Analytical skills and ability to interpret data.
* Ability to use IT to manage projects e.g. Microsoft Project and spreadsheets
* Ability to manage budgets effectively
* Knowledge of programme management methods and their application, including risk identification and management
* Understanding of the Public sector and VCSE Sector.
* Knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy
* Experience of programme management or support
* Experience of working across and between organisations and with multiple stakeholders including external partners and service users
* Experience of translating local and national initiatives and policies into practice
* Representation at and organisation of meetings and events
* Internet-based research.
* Ability to effectively manage, prioritise and organise workload, and work under pressure to meet competing deadlines using own initiative
* Ability to demonstrate an understanding of and commitment to equal opportunities
* Professional manner.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* MS Project and Visio skills.
* QCF level 6

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |