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##### DALGARNO TRUST

**JOB DESCRIPTION**

# JOB TITLE: Health Programme Manager (Fixed Term Contract)

**REPORTING TO:** Director Marketing & Projects

**RESPONSIBLE FOR:** The successful management & delivery of the Healthworks project. The effective monitoring, evaluation and impact measurement of the project.

**GRADE:** N/A

**SALARY**: From £30,000 - £32,000 (inclusive of London weighting) depending on qualifications and experience

**HOURS:**  Full-time - 35 hours per week/Flexible hours considered

**LOCATION:** Dalgarno Centre, 1 Webb Close, W10 5QB

**CONTRACT**: Fixed term contract until the 31st March 2019 (subject to monitoring and continued funding)

**Main Purpose of Job:**

**To manage, develop & deliver the HealthWorks project**

This is the senior role working with voluntary sector partnership organisations. It is expected that the post holder will:

1. Lead a team of Community Development Workers (CDWs) from Black and Minority Ethnic (BME) and other communities as part of a joined-up strategy with partners to effect better health outcomes within all marginalised communities and to build capacity within those communities to tackle the wider determinants of health thereby improving quality of life.
2. Engage with the partnership organisations members and ensure there are clear and agreed targets, service delivery expectations and monitoring methods.
3. Maintain an understanding of individual and service needs amongst BME and other groups, particularly isolated individuals and groups.
4. Maintain an understanding of the routes into mainstream healthcare for service users.
5. Work with a cross-sector, multi-agency approach to develop effective relationships with other BME community groups, voluntary sector organisations such as Age Concern & ADKC, the BME Health Forum, the Health Trainers, the Royal Borough of Kensington and Chelsea and the Bi-borough partners and all other relevant partners.
6. Develop an understanding amongst potential service users about how to identify common health problems, the ways to manage them and prevent serious illness.
7. Build capacity within BME groups and organisations to manage the wider determinants of ill-health i.e. isolation, poverty, housing, unemployment
8. Facilitate & ensure positive links and partnership within the consortia members
9. Work together on identified cross partnership health initiatives

**Healthworks Key Objectives & Duties:**

1. To lead, develop, and maintain a strategic overview of the work of the partnership organisations, its members and users in relation to the HealthWorks project.
2. To co-ordinate the delivery of the project, by strong project management of the staff team
3. To facilitate clear, regular & purposeful communication between the partnership organisations.
4. To use the principles of community development to facilitate and promote continuing engagement and improved health amongst BME communities.
5. To ensure successful & measureable health outcomes for all users; we would expect the post holder to have experience in statistical analysis.

1. To agree and implement a range of appropriate interventions that ensure the above -including needs assessment, community engagement, group work, outcome stars, one-to-one work.
2. To support the development of the BME communities’ ability to take a direct role in developing services through participation in appropriate consultation and advisory structures and direct participation in research.
3. To support the capacity of partnership organisations to a) manage the health of their communities and b) identify and address some of the wider determinants of health.
4. To collate intelligence regarding the needs of marginalised groups, especially among BME communities and with reference to access to various health services. Where gaps are identified, to work to develop and improve access.
5. To take forward health promotion and work to promote wellbeing – please refer to Kensington and Chelsea Joint Health & wellbeing Strategy 2016-20

<https://www.rbkc.gov.uk/sites/default/files/atoms/files/Kensington%20and%20Chelsea%20Joint%20Health%20and%20Wellbeing%20Strategy%202016-21__.pdf> ‘The Roads to Wellbeing’ Annual Report 2016-17 <https://www.jsna.info/aphr201617>

1. To develop, manage and implement effective monitoring and evaluation systems and processes to assess community development interventions, in accordance with funding requirements. To ensure that accurate and timely records are kept, in line with any confidentiality policies and procedures.
2. To feedback information on need into the commissioning process, and to work with commissioners and providers so that these needs are met.
3. To attend the BME Health Forum and other relevant forums to ensure effective networking, local and wider service provision
4. To line manage the community development workers to ensure delivery of the project; this will include regular reflection and review meetings.
5. To provide strong budget management for agreed budget lines to ensure the effective and economical delivery of the project.

## General

1. To work supportively and proactively with the team, the HealthWorks partnership organisations and the Dalgarno Trust (DT), participating in team meetings and activities, and other internal and external meetings and activities, as required.
2. To participate in regular supervision, annual reviews and other professional development activities as applicable, and comply with all reasonable requests and requirements from your line manager, including direction on projects and priorities.
3. At all times to work within DT’s policies, code of conduct, procedures and practices, and values, including but not limited to Equal Opportunities, Health & Safety at Work and Confidentiality, and to observe the requirements of the General Data Protection Regulation and Health & Safety legislation as required.
4. To represent DT professionally and constructively at all times and to promote the services offered by Dalgarno Trust and partner organisations, including through other projects run by partners.
5. To work flexibly within the broad remit of the post, including occasional working outside of normal office hours (Time Off in Lieu will apply) as required.
6. To keep up with professional developments within your area of work.
7. To undertake other agreed tasks that sit within the level, grade and purpose of the post.

**Person Specification**

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|  |  | **SPECIFY ESSENTIAL(E) DESIRABLE (D)** |
| **Qualifications and Experience** | 1. At least 3 years of working in a community health or health role or community development role either in statutory or voluntary sector 2. Possession of a relevant qualification at degree level 3. Experience of taking a strong strategic and operational lead to ensure high quality service delivery 4. Experience working with Black and Minority Ethnic communities & all communities 5. Experience of working within health or adult care services 6. Experience in health needs assessments 7. Experience of multi-agency partnership working 8. Experience of developing and managing monitoring, impact measurement and evaluation systems | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **Knowledge** | * Understanding of healthy inequalities and community development approaches * Underpinning knowledge of general health, adult social care & public health issues * Knowledge of cultural and social issues affecting the BME Communities in the UK. * Understanding some of the barriers for BME & other communities in accessing services. | **E**  **E**  **E**  **E** |
| **Skills** | * Ability to analyse monitoring data using SPSS * Ability to manage a multi-faceted budget * Ability to lead a team & work as part of team * Ability to work on own initiative * Ability to speak a BME language * Proven influencing and negotiation skills * Excellent communication skills and ability to gather and interpret sometimes complex information – verbal and in writing * Proven ability to document work appropriately and to produce reports, action plans etc. * Ability to use Microsoft Office * Ability to engage with a range of stakeholders from different settings * Ability to plan, develop, deliver and evaluate large projects * Ability to manage time effectively * Ability to establish and manage monitoring and   evaluation systems for the team | **D**  **E**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **Attributes** | * Commitment to anti-discriminatory practice and challenging inequalities * Able to work some evening and weekends for which time off in lieu can be taken * Highly motivated, self-starter and with attention to detail * Postgraduate qualification in health promotion, community development or related field. Or equivalent in terms of your work experience. | **E**  **E**  **E**  **D** |