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| **Family Matters Partnership Manager****Job Description and Person Specification** |

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| **Job Summary** |

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| Job Title | Family Matters Partnership Manager |
| Post Number | 101 |
| Job Purpose | Reporting to the Lead Director, leading the delivery of the Family Matters in the Black Country programme, funded by the Big Lottery Fund and European Social Fund. Overseeing the Programme Management Team to ensure programme delivery, financial and monitoring and compliance requirements are met for the life of the programme.Acting as primary contact for the programme’s Delivery Partnership, overseeing delivery of contractual obligations and facilitating or arranging training and networking opportunities.Acting as primary contact for wider stakeholders across the Black Country and ensuring the programme remains effectively engaged with other relevant programmes an and services delivering in the sphere of Employment and Skills, including other Building Better Opportunities and ESF funded activities and those provided by statutory bodies. |
| Responsible To | Lead BBO Director |
| Salary | £38,327 This post is funded by the European Social Fund and the National Lottery through the Big Lottery Fund.  |
| Type Of Contract | Fixed term until December 2019 |
|  Hours Of Work | 37 hours per week. The core hours will be 9:00 a.m. to 5:00 p.m. Monday to Friday but the post holder may need to work flexibly in line with the requirements of the role including some evening and weekend working. |
| Benefits  | 28 days holiday (+ bank holidays), flexible working scheme, pension scheme  |
| Location | Dudley, with frequent travel across all areas of the Black Country. |
| Responsible For | Family Matters Project Management Team, sub-contractors, FM Delivery Group |

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| **Job Description** |

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| 1. To act as the lead officer of the Family Matters Programme Management Team.
2. To implement the Family Matters in the Black Country Partnership Agreement and ensure Delivery Partner sub-contractor and provider compliance with contractual and funder’s requirements.
3. To monitor delivery partners’ performance against measures and targets set out in Partnership Agreement and individual Service Level Agreements. To ensure compliance with evidence and monitoring requirements agree and to ensure execution of remedial action to address under performance.
4. To lead and manage the Family Matters Project Management Team, ensuring full delivery of duties across the staff team, reinforcing good practice in HR support and staff development.
5. To co-ordinate the completion of BBO monitoring returns and financial claims, ensuring compliance with Building Better Opportunities/European Social Fund processes, evidence and monitoring requirements.
6. To manage project budgets and performance profiles, undertaking reprofiling exercises as required, following guidance and processes set out by the funder.
7. To lead regular Family Matters Delivery Group meetings, bring delivery partners together to support strong partnership working and sharing of good practice.
8. To act as the key contact for external auditors and programme evaluators.
9. To act as the programme’s key contact on the BBO Strategic Advisory Group, alongside lead officers from other BBO strands, Black Country VCS infrastructure organisations and local statutory partners, acting as a communication channel for the Delivery Group around changing local needs or provision
10. To promote and advocate for collaboration and efficiencies across all organisations within the programme
11. To be the primary point of engagement for delivery partners, sub-contractors and any other service providers to the programme.
12. Regular reporting to the Directors, including the maintenance of up-to-date risk registers, issue logs and other project and financial management tools.
13. To lead on all media enquiries, and co-ordinate between partners as required.
14. To liaise with the project funders and communicate feedback across all levels of the programme partnership, including changes to guidance issued by the funder.
15. To attend all meetings, or similar undertakings, which are reasonably deemed to be relevant to the fulfilment of the demands and responsibilities of this role
16. To carry out any other duties which are reasonably deemed to be consistent with the demands and responsibilities of this role
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| **Additional Responsibilities** |

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| In addition the above, generic responsibilities include:* To carry out all responsibilities with regard to BCT’s Equalities policy and procedures
* To comply with all Health & Safety at work requirements laid down by BCT
* BCT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of BCT through appropriate processes of consultation and the mutual agreement of both parties. |



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| **Person Specification** |

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| **Criteria**  | **Essential**  | **Desirable**  | **How Identified**  |
| **Qualifications/****Training**  | Educated to degree level or equivalent Relevant professional qualificationEvidence of continuing professional development  |  | Application.  |
| **Experience & Attributes**  | Experience of working in a complex partnershipKnowledge and experience of tackling employment deprivationExperience of decision making at the highest levelAbility to research, prepare, communicate and represent position statements on deliveryAbility to apply judgement and assume decision-making responsibilityHigh standard of advocacy, communication, presentational and interpersonal skillsAbility to plan, manage and monitor projectsAbility to analyse, interpret and assimilate complex issuesA demonstrable track record of delivering outcomes that require collaborative approaches across different organisationsA successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and third sectorsDemonstrable evidence of providing visible, empowering and motivational leadership  | Experience of working with local government and national agenciesExperience of operating within a performance management frameworkAbility to handle a range of policy issues Experience of promotion and marketing activity | Application and interview  |
| **Specialist Knowledge**  | Understanding of ESF project delivery and monitoringKnowledge of the economic and social context of the Black Country and opportunities and challenges for employment  | Relevant contacts in central and local government, policy organisations, research institutes, and external organisations.  | Application and interview  |
| **Disposition**  | Ability to work as part of a team, as well as on own initiativeSkilled facilitator and enabler Ability to manage multiple priorities and plan workload Ability to anticipate issues and respond in a timely fashion Ability to act corporately and recognise the implications of actions and decisions across the programme Ability to work to tight deadlines often in pressurised situationsAbility to gain credibility amongst managers, colleagues and partnersAbility to apply discretion in sensitive issues, and maintain confidentiality at all times  |  | Application, interview and references.  |
| **Personal Circumstances**  | Ability to work flexible hoursAbility to travel  |  | Application and interview.  |

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| **Date** | July 2018 |