

JOB DESCRIPTION

Job Title:	Edgbaston Neighbourhood Network Scheme Manager
Responsible to:	Head of Operations
Responsible for:	NNS Project Team
Hours/Salary:	37 Hours Per Week £30,495.40per annum + benefits
Location:	Based at head office (with travel to other company locations and in the community as required)

Neighbourhood Network Scheme

Funded by Birmingham City Council Adult Social Care, the aim of Neighbourhood Network Schemes (NNS) in Birmingham is to help adults in Birmingham to lead healthy, happy, and independent lives in their own homes and communities.

The purpose of NNS is to ensure that citizens over 50 and younger adults with additional needs can access community-based support, improving their well-being and quality of life. This is achieved through identifying, supporting and developing the community offer provided by individuals, groups, organisations, services and places in the constituency.

Age UK Birmingham & Sandwell is the NNS Lead Facilitator in Edgbaston (supported by Gateway Family Services).

Job Purpose

The main purpose of this role is to provide project management and support to achieve the agreed NNS outcomes for Edgbaston. This includes identifying and supporting community assets, capacity building to meet needs/gaps, developing networks and stakeholder engagement, and working with professionals/Adult Social Care to deliver the 3 conversations model.

Principal Duties:

- To lead the project and achieve the key contract deliverables (including mapping assets, facilitating a Steering Group, working with community groups to secure funding for their work, analysing needs and gaps, offering capacity building support etc.)
- To be responsible for the day-to-day management of the NNS workers
- To manage expenditure within allocated budgets
- To co-ordinate the sub-contracting relationship with the supporting provider in Edgbaston to achieve NNS outcomes.

- Produce quarterly monitoring reports for commissioning officers
- Create and implement an effective marketing plan to promote the project.
- To manage the process of maintaining accurate and up to date records for all activities and ensuring internal and external reporting requirements are met.
- To develop partnerships with key stakeholders such as Health & Social Care Workers and other voluntary sector organisations.
- To represent Age UK Birmingham at strategic partnership meetings.
- To attend and participate actively in all Operations and Management Team Meetings as and when required.
- To ensure risk assessments are carried out for all activities and health and safety procedures are followed.
- To ensure the safeguarding process and reporting mechanisms are followed

Other duties

- To work to achieve the objectives of Age UK Birmingham's Equality and Diversity Policy.
- To participate in the supervision and appraisal systems adopted by the organisation.
- To undertake any other duties commensurate to the post not specifically mentioned in this job description.

PERSON SPECIFICATION

Experience and Knowledge:

- Experience of people management
- Experience of project management
- Experience of working in partnership with Adult and Social care teams
- Experience of working within deprived communities, voluntary sector or charities
- Experience of community engagement methods
- An understanding of issues affecting older people and the Adult and Social Care Agenda
- Understanding and commitment to the principles of good practice in relation to equality and diversity.
- Experience of using social media and online platforms to promote activities
- Experience of developing relationships and networks with statutory and voluntary sector partner organisations
- Experience of producing monitoring data and reports

Personal Skills and Attributes:

- Well organised with the ability to plan and prioritise and multi-task
- Highly motivated and proactive
- Strong people management skills, including performance management and professional development
- IT skills e.g. Microsoft Office, databases etc.
- Ability to work to targets and outputs to achieve funding contract requirements.
- Ability to communicate effectively, both in writing and verbally, with people at all levels
- Ability to engage and influence colleagues
- Ability to facilitate group processes such as collective decision making.
- Ability to analyse and resolve strategic and operational problems
- Ability to produce attractive and accessible marketing and publicity materials
- Ability to make presentations and speak at events, meetings, and workshops.
- Excellent team working skills with the ability to use own initiative.
- Effective leadership and motivational skills
- Ability to write & present reports, and other documents
- Proven ability to build relationships at all levels and transform these relationships into partnerships

Other Requirements:

- Flexible and willing to work some unsocial hours if needed

- Driving licence and access to own transport and willingness to travel across areas of delivery
- Commitment to incorporating Equal Opportunities principles into all aspects of work

Education and Qualifications:

- Degree qualification or equivalent
- Evidence of training appropriate to the post