

“Working in partnership to influence and transform Health and Social Care”



Senior Partnership Manager – £35,000

Job Description

Post:	Senior Partnership Manager
Responsible to:	Development Director
Hours:	35 hours per week
Salary:	£35,000
Location:	Based at Perkin House, Bradford 1
Special conditions:	As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be based at the office for at least two days per week.
Benefits:	28 days annual leave per year (Pro Rata) plus bank holidays, an additional day of leave for your birthday, Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

Purposes of the Post

To lead the representation of the VCS Alliance, and wider Voluntary, Community and Social Enterprise sector (VCSE), in strategic meetings across Bradford District and Craven (BD&C). Develop and maintain relationships with a variety of stakeholders operating

at grassroots and strategic levels to ensure Health and Social Care services are being designed and commissioned with representation of the VCSE, in support of our Act as One partnership vision for people to be Happy and Healthy at Home.

Duties and Responsibilities

Key working relationships

- Form a robust network and collaborate with a wide range of partners, across the Act as One Partnership. Foster strong relationships through effective partnership working, ensuring mutual benefits and successful relationship management.
- Represent the VCSE sector in conversations on Urgent and Emergency Care, High Intensity Use, Intermediate Care, and other strategic meetings as required.
- Ensure that VCSE partners are well represented in all engagement with commissioners and to develop the reputation of the VCSE as partners.
- Actively support the transformation of Enhanced care in the community, intermediate care offer, to support people with the appropriate level of care support and interventions to maximise independence and wellbeing.
- Lead and champion VCSE / community led High Intensity Use approaches and methodology in secondary and primary care across BD&C

Operational

- Responsible for creating an innovative way of developing the reduction in high intensity use of Emergency Departments.
- Manage and facilitate discussions and advise delivery partners as to how best practice might be adopted for future development of services and oversee their delivery.
- Facilitate, coordinate, and chair multi-disciplinary meetings, including managing data flow, to ensure a person centred and holistic approach to care provision.
- Work closely with VCSE partners to facilitate and coordinate the co-design of highly personalised projects that support improved wellbeing and health outcomes, whilst reducing inappropriate contact with health care services and unscheduled care.
- Attend a range of system forums / steering groups that are in support of unmet social needs e.g. homelessness, Mental Health.
- Work with other VCS Alliance staff to ensure links to other relevant programmes across the system.

Continued overleaf

Job Description

- Develop and operate monitoring processes that support learning and assess effectiveness of provision.
- Lead on a range of projects to ensure that the outcomes agreed are delivered on time, to quality standards and in a cost-effective manner, adjusting plans as required.
- Determine links to existing projects, identifying interdependencies across projects/functions, potential impacts on wider system/sector, resource requirements and building in contingency, as necessary.
- Work with finance team in preparation of budgets.
- Monitor finance expenditure and outputs relating to programme budget and report to Senior Leadership Team and Board as appropriate.
- Identify patterns, themes and 'causal factors' which trigger relapse behaviours in order to shape future commissioning of service and/or demand/capacity planning.
- Draft reports summarising status on issues, outcomes, and provide progress/highlight reports to ICB, including highlighting exceptions and risks ensuring mitigating action can be taken to keep programmes on track.
- Maintain a risk register and ensure actions are in place to mitigate unacceptable levels of risk.

Information Management

- Present complex information and create briefs about projects in a way that make complex topics easier to understand and are appropriate for the audience.
- Coordinate and share learning of the work with the wider partnership to promote and ensure sustainability.

Impact and Insight

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting, and presenting data and information.
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases.
- Analyse, interpret and present data to highlight issues, risks and support decision making across programme portfolio.

General Requirements

- Undertake personal training as required.
- Attend regular supervision sessions and staff meetings.
- Support general VCSA administration by handling inquiries via the telephone, email, and drop-ins.
- Provide relevant information for VCSA's newsletter/s, mailings, website, and social media
- Comply with all organisational policies and procedures.
- Promote VCSA with all stakeholders during the duties of your work.
- Undertake any other duties prescribed by your line manager.

Equal Opportunities

VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. This post is subject to a 3-month probationary period and will be subject to a Basic Disclosure and Barring Service check. Applicants must be eligible to work in the United Kingdom.

Job Description

Person Specification

Skills and Experience	Assessment
Experience in building and maintaining relationships with internal and external stakeholders.	Application/Interview
A proven track record of influencing and stakeholder management at a senior level.	Application
Ability to present complex information to a range of audiences.	Interview
Excellent written, oral, and interpersonal skills needed to produce high quality written communications.	Application
Experience of working collaboratively with teams to deliver against collective outcomes and ambitions.	Application/Interview
Able to use initiative, prioritise and work with minimum supervision. Flexible and agile in a rapidly changing environment. Able to work under pressure and meet multiple deadlines at the same time.	Application/Interview
Ability to forge meaningful relationships and influence the approach of others.	Application/Interview
Self-motivated, well organised, and experience of working to deadlines.	Application/Interview
Passionate about driving positive change for communities.	Application/Interview
Desirable:	
Experience in a similar role.	Application
Experience working in the VCSE and/or Health and Social Care services.	Application
Project management qualification, such as PRINCE2.	Application
Knowledge	
A good understanding of the challenges and opportunities for the VCSE Sector in the current environment.	Application / interview
A good understanding of health and care systems and the current challenges they face.	Application / interview
Values	
Commitment to diversity and inclusion.	Interview
Commitment to working sustainably.	Interview
Demonstrates honesty, openness and respect for everyone.	Interview



If you would like to know more about this exciting opportunity or if you have any questions - please contact Nick Rogers, Operations Director in confidence on email: nick@thevcsalliance.org.uk
Opportunities with The VCS Alliance and External Partners - The VCS Alliance

Closing date: Sunday 14th July at 11.59pm Interviews will take place the week commencing 22nd & 29th July 2024.
For further information about how to apply visit www.thevcsalliance.org.uk