**Self Harm Network - Project Manager (Training Team) – Job Description,Person Specification**

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| **Name of Employee** |  |
| **Date of Issue** |  |
| **Department/Location** |  |
| **Reporting Line** | Training Manager  |
| **Grade** | Grade 5 - Manager  |
| **DBS – Level Required** | Enhanced  |
| **Location of job**  | Homebased but needs to be willing to travel to other locations as necessary across Sussex |
| **Competency level**  | Level 4 – Core, skilled, supervisory & management |
| **Job Summary** |
| Alongside the provision of support to people with mental health problems West Sussex Mind’s strategic aims and objectives include increasing understanding of mental health problems and mental health by working to raise awareness, promote understanding and challenge stigma and discrimination. West Sussex Mind therefore, undertakes a range of activities and provides services which aim to achieve these things including training staff working in a range of services and organisations across West Sussex to raise awareness, increase understanding and also to help increase resilience, this activity is lead by our Training Team. This is a new position within the Training Team to lead a project funded by West Sussex County Council to deliver a Pan Sussex Self Harm Learning Network to set up and project manage the Pan Sussex Self Harm Learning Network contract working in partnership with YMCA Downslink as key delivery partner and other key stakeholders. |
| **Scope & Accountabilities**  |
| This role is responsible for delivering the West Sussex County Council contract to deliver a Pan Sussex Self Harm Network. To manage the partnership agreement and relationship between West Sussex Mind and YMCA Downslink to deliver their agreed outputs and targets as our sub contractor. To engage with key stakeholders across West Sussex, East Sussex and Brighton and Hove.  |
| **Key Tasks**  |
| 1. To set up the project management systems and use these to manage the delivery of the Pan Sussex Self Harm Network.
2. To audit existing research and approaches in different areas of Sussex and elsewhere to inform the development and delivery of the network.
3. To gather best practice from other national or international self harm networks/resources
4. To work with colleagues to ensure the learning opportunities are promoted to parents/carers, schools and other stakeholders across Sussex
5. Ensure that targets are being met and that the project is delivered on time and to budget, using GANTT charts and Microsoft Project (and any other appropriate) software.
6. Organise project/contract/partner or stakeholder meetings
7. Provide progress reports for contract or partner meetings
8. Ensure key impact indicators are effectively analysed and presented and liaising with an external evaluator to achieve these aims.
9. To ensure that the project is managed within allocated budgets
10. To lead on development of operational frameworks for this project and the development or organisational policies and processes where required.
11. To create a communications plan for the project and work with team members to ensure that this is delivered
12. To ensure that young people with lived experience of self harm are engaged and involved in the development and delivery of the learning network programme, working with our Youth project and YMCA to achieve this.
13. To develop a process of review, evaluation and improvement for the learning networks and work with YMCA Downslink to agree network meeting agendas using this feedback. To input into the final evaluation report.
14. To develop a relationship with Allsorts as a key partner to ensure that their experience and work with LGBTQ+ young people and self harm is engaged and used in the development and delivery of the project.
15. To plan and co-ordinate the delivery of a Pan Sussex Self Harm Conference towards the end of the project
16. To ensure equality, diversity and inclusion measures are put in place to make the project accessible to the audience it seeks to reach, negotiating with funders to adapt the project to make changes where necessary to meet these needs.
17. To ensuring the safeguarding of adults and protection of children as per WSX Mind’s policies within these functions.
18. To oversee the recruitment of staff and volunteers to this project ensuring that WSX Mind recruitment policies are followed.
19. To respond to any complaints about services as per the Complaints Policy and also to support Head of Operations, Deputy CEO and CEO in dealing with such complaints.
20. To develop a sustainability plan for the project to extend the life of the network past the initial contract period
21. To work as part of WSX Mind management team to support the development of the organisation and to take responsibility for delegated areas of work across the organisation as required.
22. Ensure health and safety policy and procedure requirements are met, particularly related to work surroundings and service activities.
23. Ensure all data protection policy and procedure requirements are met by the service.
24. Adhere to WSX Mind policies and procedures.
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**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| **Essential Qualifications** |
| * Strong evidence of previous training or learning (formal or informal) which relates to project management
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| **Preferred Qualifications**  |
| * Relevant Project Management qualification
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| **Essential Professional & Technical Knowledge, Skills and Abilities** |
| 1. A proficient manager with proven project management knowledge, skills and abilities ideally in a learning and development role
2. Excellent written and verbal communication skills and writing progress reports for funders.
3. Significant proven knowledge and skills in working with a range of stakeholders and partners and understanding and meeting their needs.
4. Experience of managing partnership agreements with external partners and ensuring they meet their delivery targets.
5. Experience of using project management tools such as Microsoft Project
6. Experience of co-ordinating or running online events/conferences (desirable).
7. Experience of managing budgets
8. Excellent time management and ability to work towards set deadlines
9. Proven experience of working with independent impact evaluators
10. Experience of briefing promotional literature for print, online or social media.
11. Highly motivated and able to learn, willing to seek advice appropriately and accept supervision and training as required, to take responsibility for their own personal development.
12. Knowledge and skills around working with people with mental health needs and/or carers, and or learning and development and health promotion around mental health
13. Practical knowledge and understanding of legislation in relation to health & safety, data protection and risk management.
14. Very strong written and verbal communication skills.
15. Experienced IT & digital user with excellent knowledge of Office 365 and delivering projects using Microsoft Teams or Zoom.
16. Very high level of personal effectiveness.
17. A track record of building and maintaining successful relationships at all levels and someone who will inspire confidence and encourage teamwork
18. Excellent creative and problems solving skills.
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I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| **Signed:****Staff member** |  | **Date:** |  |
| **Signed:****Line Manager** |  | **Date:** |  |