



Enfield Connections Programme Manager

Salary:	£34,000 per annum pro-rata
Working hours:	Part- time, 28 hours per week
Length of contract:	Fixed-term contract until November 2024
Location:	Hybrid working (Enfield and home-working)
Probation period:	3 months
Annual leave:	28 days per annum, excluding bank holidays
Pension payment:	CommUNITY Barnet will make a pension contribution into a workplace pension scheme.

Background

We are looking for an experienced manager to organise and coordinate our Enfield Connections Project. You will provide strategic and operational guidance to our partners in ways that promote the Enfield Connections culture.

The ideal candidate will be an excellent leader with experience of supporting teams with different disciplines to produce results in a timely manner. They will also be able to work with the Enfield Connections Management Board to develop effective strategies and tactics. We want to ensure that all the activities will achieve the desirable outcomes for the Enfield Connections.

Enfield Connections is a collaboration of Enfield-based charities working with the local authority and building relationships with North Central London ICB. We want to achieve the following:

- Provide access to information and advice for vulnerable Enfield residents in receipt of adult social care or at risk of requiring social care to enable them to stay well and independent for as long as possible within their own homes
- Develop collaborative partnerships with local providers

We recognise that we require additional expert support to take a solution focused approach in brokering relationships, identifying delivery gaps, and supporting the aspirations of potential community partners to help Enfield Connections achieve these ambitions. The Programme Manager would be responsible for working with local stakeholders to enable them to understand their interaction and relationship with Enfield Connections. Finally, we would like to recruit someone who could proactively nurture relationships with community partners.

Community Barnet is a national charity based in Barnet and delivering programmes across London. We have an aspiration to grow bigger by leading innovative partnerships, harnessing the creativity of residents and supporting community organisations.

What are we looking for?

We are looking for a team player, who is pro-active and able to build and maintain positive and productive working relationships across Enfield's health and social care economy. The post holder must have a high degree of communications skills with the ability to relate to diverse audiences and particularly attuned to working in a multi-sector collaborative style.

You will have a track record of producing accurate information to tight deadlines and be expected to manage your own workload with minimal supervision, prioritising tasks and working on your own initiative.

You will be a member of CommUNITY Barnet's Wellbeing Team working alongside our Head of Wellbeing. In addition, the post holder will also be expected to support the Enfield Connections Management Board and oversee the services provided by sub-contracted community providers.

This is an excellent promotional opportunity for an experienced and ambitious Programme Manager who wants to develop their leadership skills and work in a vibrant and ambitious charity committed to working across partnerships in order to develop the best outcome for Enfield's diverse communities.

The Programme Manager can expect to be supported by CommUNITY Barnet's senior leadership team who can offer advice and support on how to best build the capability of Enfield's growing and vibrant voluntary and community sector by nurturing collaborative partnerships; testing innovation to inform service re-design and building relationships with local commercial and statutory partners.

The Programme Manager will also be responsible for inspiring, leading and managing a team of advisers delivering information and advice directly to Enfield's diverse communities.

Main Purpose of the role:

- To deliver Enfield Council's Enfield Connections
- To support the Enfield Connections Management Board position itself as the lead for Enfield's voluntary and community sector.
- To establish partnerships and create consortia with a range of public, commercial, and charitable partners which will support and deliver improved outcomes for Enfield's residents.

What we would be expecting you to undertake:

- Formulate, organise and monitor inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets, and activities
- Apply change, risk, and resource management
- Assume responsibility for the program's people and vendors
- Assess program performance and aim to maximize ROI
- Resolve projects' higher scope issues

- Prepare reports for program directors
- Attend network meetings and promote the Service
- Responsible for managing the day-to-day advice service

Corporate Responsibilities

- As a member of the Wellbeing team, the post holder will be expected to demonstrate appropriate leadership behaviours and actively implement CommUNITY Barnet's organisational policies.

Management and Support

The Programme Manager will be line managed by the Head of Wellbeing.

Development needs will be identified through regular one-to-one and performance appraisals.

Safeguarding Responsibilities

- The contract of employment is subject to your completion of a satisfactory enhanced disclosure from the Disclosure and Barring Service.
- Upon commencement of employment, you will be required to undertake safeguarding training.

GDPR Responsibilities: You shall comply with all relevant data protection legislation and any CommUNITY Barnet policy regarding data protection when processing personal data in the course of your employment including personal data relating to any employee, supplier or agent of CommUNITY Barnet.

Person Specification**Knowledge and Experience**

Essential Criteria
Experience of programme management
Experience in providing Information and Advice
Demonstrable understanding of business development techniques
Good working knowledge of MS Excel and Word
Experience of marketing and branding
Experience of preparing strategic business plans
Experience of using innovation to re-design public services
Demonstrable experience of building consortia to deliver public benefit
A working knowledge of Welfare Rights advice
Have a background of working with clients
Desirable Criteria
Understanding of the current policy landscape for the voluntary and community sector
Understanding of CSR programmes and their impact on the voluntary and community sector
Awareness of company and charity law
Experience of measuring the social, economic, and financial impact of innovation
Project management qualification
Familiar with the Adult Social Care sector

Summary Terms and Conditions

Job Title:	Enfield Connections Programme Manager
Salary:	£34,000 per annum pro-rata
Probation Period:	3 months
Hours:	Part –Time, 28 hours per week. A flexible hour’s scheme will operate (subject to the demands of the service), and the post holder will be expected to attend occasional evening meetings
Responsible To:	Head of Wellbeing
Responsible For:	Team of advice workers
Expenses:	Staff may claim travel expenses, at the agreed rate, for journeys which are necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expense policy
Annual Leave:	28 days per annum pro rata
Pension Payment:	CommUNITY Barnet will make a pension contribution into a workplace pension scheme.
Based at:	The post will be hybrid
Other Conditions:	To act in accordance with CommUNITY Barnet’s policies and standards Other requirements An enhanced DBS check will be required in this post A flexible approach to travel between sites, as required.

We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates.