



JOB TITLE: LOCAL PROGRAMME MANAGER, STOKE-ON-TRENT

Location:	Stoke
Reports to:	Chief Executive Officer of Thrive at Five
Responsible for:	Stoke Local Programme office and local team
Term:	Full time role for 3-year term (with potential to extend by additional 2 years)
Start date:	As soon as possible
Salary:	Up to £60k pa
Closing date:	14 th September 2021

APPLICATION PROCESS

Candidates should submit a copy of their CV and a covering letter supporting their application to aida.cable@thriveatfive.org.uk

Candidates are asked to pay close attention to the person specification and **should highlight how they meet the requirements for essential knowledge and experience in their application.**

JOB PURPOSE – SUMMARY

This is an exciting opportunity for a highly experienced project leader, with passion for social change focussing on early childhood and with a strong belief in the power of communities. The right individual will be a self-starter who is excited by a new venture and a team player who drives collaboration.

The Project Manager will manage Thrive at Five's local programme office and a small team that will act as the backbone organisation supporting delivery of the Thrive at Five local early years strategy. Work on the ground will focus on 2 wards in Stoke: Bentilee and Ubbberley, and Abbey Hulton and Townsend.

Thrive at Five will work with local stakeholders, from across the public, voluntary and private sector, enabling them collectively to support parents and children under 5, to improve outcomes in the early years and particularly rates of school-readiness. Engaging with and empowering local parents will be key to the successful delivery of the initiative.

Initially, the Project Manager will work hand in hand with Dartington Services Lab and Nesta who are leading on a Discovery and Design process geared towards identifying a common strategy with the local stakeholders and community, to transform outcomes in the early years.

The purpose of the local programme office is to foster, build and maintain relationships with all who have an interest locally in the early years; to facilitate collaboration between all the key stakeholders in the delivery of the common strategy for the early years; to ensure that data and information is gathered so the initiative can be robustly evaluated; to share learning to inform Thrive at Five's national operations; and to help build a strategy for long-term sustainability, looking at ways to integrate the Thrive at Five model into local systems.

Local parents – and the views and lived experience of local parents – are an integral part of designing, implementing, and sustaining Thrive at Five in Stoke, both in terms of key decision-making and in being a key part of joining up local services, programmes and initiatives for local parents and early years children services in Stoke. The Project Manager will be responsible for ensuring that the voice of parents and involvement of parents is embedded in Thrive at Five in Stoke and will provide opportunities for parents to be recruited (and if necessary) trained to work with and for the local programme office.

During the Discovery and Design phase the Project Manager will help establish an appropriate local governance structure (the Local Partnership Board and Local Project Group), the local programme office, and will recruit a local team. They will support local fundraising, lead the implementation, and oversee the evaluation of the strategy and its impact as it is rolled out.

The Project Manager will report to the Local Partnership Board and manage the Local Project Group. They will serve as a local spokesperson for Thrive at Five and will be responsible for developing and delivering a communications strategy in Stoke, helping to raise the profile of Thrive at Five with a wide group of stakeholders including the local community; local delivery and potential delivery partners; and local funders.

Stoke is a pathfinder Project for Thrive and the Stoke Manager will work closely with local partners, the Learning Partner, the Monitoring and Evaluation Partner and the national team to ensure that information and learnings from Stoke are captured and fed into strategic thinking around sustainability, replicability, and scaling.

JOB DESCRIPTION

KEY ACCOUNTABILITIES

1. PHASE 1 - Start up (to Q2 2022)

- Building positive, sustainable partnerships, by effectively engaging with all external stakeholders that form part of this initiative.
- Developing the collective impact conditions of a common agenda, shared measurement framework, mutually reinforcing activities, continuous communication, and backbone support.
- Recruiting, leading, and managing a local Thrive at Five team.
- Establishing a local programme office.
- Developing, formalising, and managing a local governance structure – a Local Partnership Board and Local Project Committee – that will harness collaboration and facilitate oversight.
- Support the Discovery and Design phase, working with Dartington Service Design Laboratory and Nesta, to ensure the initiative is set up for success in terms of planning, timescales, partnerships, interventions, data collection and measurement frameworks.
- Identify and develop partnerships with all local stakeholders engaged in delivering support and services in Abbey Hulton and Bentilee to pregnant mothers and families with children under 5.
- Establish and work with local stakeholders to identify base line measures and to collect data (quantitative and qualitative) to inform impact measurement.
- Develop strong and respectful relationships with local parent representatives.
- Establish ways of working to ensure the parent voice is central to informing the design and implementation of Thrive at Five.
- Identify ways of working that will leverage peer support and that will build close connections between parents in the local community and services delivered as part of Thrive and Five.

2. PHASE 2 - Implementation

Partnership and collective impact

- Maintaining positive, sustainable partnerships, by effectively bringing together all external stakeholders that form part of this initiative to work towards developing a collective vision.
- Implementing the collective impact conditions of a common agenda, shared measurement framework, mutually reinforcing activities, continuous communication, and backbone support.

Team

- Providing strong leadership and inspiring and supporting the team to meet targets and to understand how their contribution is vital to achieving wider strategic aims.
- Ensuring there are clear lines of accountability and responsibility across the team, which foster and maintain effective working relationships for the organisation.
- Leading by example in terms of your work ethic, your commitment to the delivery of results and to demonstrating the values of the organisation in all that you do.

Systems and processes

- Ensuring that grants and contracts with all partners are robust, setting clear expectations about deliverables and the way the initiative is represented publicly.
- Ensuring that highly efficient processes and procedures are in place for managing all partnerships effectively.
- Ensuring that highly efficient processes and procedures are in place for managing the local Thrive at Five Budget.
- Working with partners to ensure sustainability of systems change and programmes that deliver positive outcomes.

Funding

- Working to identify partnerships that could open the door to further funding for the charity's work in this Project. Programme development and organisational learning.

Impact

- Working with the Monitoring and Evaluation Partner (to be identified) to ensure there are clear measurement frameworks in place and working with all partners to ensure there is an effective system for data collection and impact measurement.
- Working with national Thrive at Five and the Learning Partner to maximise insight, impact and prospective opportunities for future learning and development of Thrive at Five in Stoke and for other pathfinder Projects.

Communications and national collaboration

- Representing the programme externally, including engaging with local and national commissioners.
- Delivering reports for the Local Partnership Board, the national Thrive at Five Board, funders and any other stakeholders as necessary.
- Through your work, establishing Thrive at Five as a leading, collaborative innovator within the place-based change and education fields.
- Acting as an ambassador for Thrive at Five, networking widely to build new and existing strategic relationships to the benefit of the programme and organisation more broadly.
- Proactively supporting and facilitating cross programme collaboration and learning.
- Providing key insights to national Thrive at Five to support strategic development of the model for long term sustainability and replicability.

PERSON SPECIFICATION

Experience (Essential)

- Building and maintaining networks of good relationships with a wide range of stakeholders, from local communities to senior level management from the public, voluntary and private sectors.
- Facilitating and enabling collaboration between a diverse group of stakeholders.
- Working in or with public sector organisations involved in delivery of services and support to families with children under 5.
- Managing and skilling-up a diverse team.
- Management of contracts and grants with public sector and voluntary organisations.
- Project management, including financial management and budget development.
- Project evaluation and management of processes for data collection for impact measurement.
- Representing and acting as a trusted senior spokesperson for an organisation.

Skills

Should you be shortlisted, you will be assessed against the following competencies, where you will need to demonstrate/evidence how you met the criteria

Leading and deciding

- Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces change into work processes; makes quick clear decisions which may include tough choices or considered risks.
- Gives strong leadership with energy, resilience, and credibility; provides others with a clear direction; leads, motivates, and empowers others; recruits the right calibre of staff for roles; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

Supporting and co-operating

- Upholds values; demonstrates integrity; promotes and defends equal opportunities and has a personal and professional commitment to trust; builds diverse teams; encourages organisational and team responsibility towards the community.

Interacting and presenting

- Easily establishes good relationships with a diverse group of stakeholders; communicates well with people at all levels; builds wide and effective networks of contacts.
- Gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.

Analysing and Interpreting

- Writes convincingly; writes clearly, succinctly, and accurately; structures information to meet the needs and understanding of the intended audience.

Creating and Conceptualising

- Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness, and resilience, sets, and develops strategies; takes account of a wide range of issues across, and related to, the organisation.

Organising and Executing

- Sets clearly defined objectives; plans activities and projects well in advance, taking into account possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Adapting and Coping

- Works productively in a pressurised environment; handles criticism well and learns from it; balances the demands of a work life and a personal life.

Enterprising and Performing

- Accepts and tackles demanding goals with enthusiasm; identifies one's own development needs and makes use of developmental or training opportunities.
- Keeps up to date with relevant research and developments in the early years sector; has tenacious drive for continuous improvement; demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.

Knowledge (Essential)

- Understanding of public and voluntary sector services and the systems that support pregnant mothers and families with children under 5, and of the pre-school education system.
- Knowledge of early years development and the evidence base for programmes/interventions to support healthy development and good outcomes.

Knowledge (Desirable)

- Collective impact and place-based change.

Formal Qualifications

Minimum degree or other Level 6 qualification