

# The Learning Partnership

FOR CORNWALL & THE ISLES OF SCILLY

*Promoting Lifelong Learning*

## JOB DESCRIPTION

Job Title	Headstart Community Project Manager
Main purpose of the post	To manage the Headstart Community Project
Accountability	Senior Contract Manager (Young People)
Supervisory responsibility	None
Working contacts:	<p><u>Primary</u> Senior Contract Manager Other staff of the Company YW Partner Managers Delivery teams in Headstart Community Project Headstart Project Theme Leads</p> <p><u>Secondary</u> Headstart Programme Manager Cornwall Council Commissioning Manager</p>
Main responsibilities	<p>Management of the Project:</p> <ul style="list-style-type: none"><li>• Support partners and ensure that they deliver the project and meet the targets</li><li>• Ensure that partners are aware of each other's activities, and encourage sharing of resources</li><li>• Assist in building sustainable partnerships between partners to ensure young people's progression</li><li>• Carry out regular visits to Partners to monitor progress towards targets and record the results of these visits and carry out follow up on actions.</li><li>• Ensure all KPIs are reported quarterly by Partners at the appropriate time to enable one Project report to be compiled and submitted as per contract</li></ul>

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requirements.

- Ensure Partners keep proper records of activity; monitor through regular visits as appropriate.
- Ensure that all contract documents are properly filed and stored.
- Liaise with the funder audit team and ensure that all the necessary information is available for audit.
- Service Operation Group(s), attend meetings and keep minutes
- Participate and report to the Your Way Steering Group
- Report monthly to the Senior Contract Manager on project performance and progress.
- Ensure partners have appropriate policies and monitor and report on these policies.

Evaluation:

- Work closely with the Headstart Kernow Learning Lead to develop the system/s for feeding data into the wider programme evaluation and helping to inform the development of services
- Gather learning from the project team; attending all three referral management meetings, the safeguarding forum and HSK Working Together/Communities Steering Group
- Ensure input from all stakeholders is enabled and presented to the Senior Project Manager as requested

Finance:

- Keep appropriate records of expenditure as deemed necessary by Cornwall Council and Big Lottery.
- Monitor income and expenditure and ensure that the project stays within budget.
- Prepare financial reports for the Senior Project Manager as requested

Promotion, marketing and communication:

- Establish a clear line of communication with Partners
- Communicate with Partners regularly by whatever means is deemed appropriate
- Identify best practice models and disseminate these.
- Support Your Way Marketing Co-ordinator and Partners in promotion of the projects to young people, parents/carers, communities and other stakeholders
- Identify Case Studies for the promotion of the projects

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	Undertake other duties, commensurate with the grade, in relation to a post of this nature.
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# EMPLOYEE SPECIFICATION

Post: Headstart Community Project Manager

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ATTRIBUTES	REQUIREMENTS
Experience	<ul style="list-style-type: none"> <li>• Substantial experience of managing the delivery of contracts, including outcomes and finances, with a proven track record of achievement *</li> <li>• Knowledge of Big Lottery funding</li> <li>• Knowledge of the voluntary and community sector</li> <li>• Knowledge of the training/education environment</li> <li>• Experience of partnership working*</li> <li>• Knowledge and understanding of children and young people's mental health*</li> </ul>
Qualifications & Training	<ul style="list-style-type: none"> <li>• Literacy and numeracy at Level 2 or equivalent*</li> <li>• Qualification at Level 4</li> </ul>
Abilities/Skills	<ul style="list-style-type: none"> <li>• Strong literacy and very strong numeracy capability</li> <li>• Proven ability to meet targets and operate to a budget*</li> <li>• Excellent communication skills, including presentation skills*</li> <li>• Resourcefulness and ability to work through self-initiative</li> <li>• Ability to work as part of a team</li> <li>• Understanding of confidentiality, data protection, information sharing and safeguarding</li> <li>• Competence with all Microsoft Office programmes to a intermediate/advanced level</li> <li>• Confident use of the Internet</li> <li>• Ability to build and maintain strong working relationships with external partners*</li> </ul>

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Disposition  
Attitude  
Motivation

- Organised and target focussed approach to work
- A positive non-judgemental attitude to young people's mental health and an understanding of the importance of emotional well –being

**OTHER CONDITIONS**

- The post holder will regularly be expected to represent the company at external events and an appropriate standard of personal presentation will be demanded
- The post holder will be required to travel unaccompanied around the county to attend meetings with Partners and other relevant contacts.

\*essential. All other attributes are desirable

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