

# NorthEastWellbeing

WORKING TOGETHER TO CREATE **NEW** OUTCOMES



## Zone West Project Manager

Appointment Brief 0.6 FTE

September 2021

### Who we are.

Zone West is an early intervention project for children and young people, a collaboration between health, education and the community resources of West Newcastle. We work to place identified children at the centre of multi-source preventative support, working for long-term transformations. Zone West is a project managed by North East Wellbeing (reg charity no: 1154255)

### Our Inspiration

We are inspired by the Harlem Children's Zone, the West London Zone and the people, workers and resources of West Newcastle.

North East Wellbeing's purpose is to create NEW landscapes of life chances for vulnerable children through colourful and creative education.

### Our Vision

Zone West's vision is of vulnerable children flourishing at the centre of integrated care to become positive influencers and drive change.

## Our Strategy

Primary Schools in the West End of Newcastle serve a multi-cultural population and face multiple problems. These include increasing levels of poverty, poor nutrition, and mental and emotional problems. All of these impact on health and learning outcomes and there is increasingly robust long-term evidence that indicates that being behind in primary school has an adverse impact on employment, income and health in adult life. In addition, there are increasing numbers of children who have educational special needs and/or mental health problems who do not meet the assessment criteria for service provision. This group require early intervention and support in order to build on existing strengths and flourish.

Zone West works with schools, local GP practices and voluntary sector organisations in order to develop a systematic approach to identifying and supporting these children and their parents. Once they have been identified, link workers engage with them and their families in order to provide a personalised package of local support. Zone West works with local activity and support providers in order to develop a menu of activities that can be accessed to provide personalised support plans. We are data-led and evidence-based, with Link Workers spending time gathering data to test and evaluate this approach with the intention of producing a model that can be scaled and spread.

In short, our strategy is to use stakeholders' knowledge of the West End of Newcastle, the people, the community and its assets to create packages of care that change the lives of children. We believe we can best achieve this change by placing the child at the centre of the picture, orientating services around them by linking them to an independent worker who will be responsible for child outcomes.



# Role Description

Title:	Zone West Project Manager
Salary:	£28,000 – 30,000 depending on experience
Location:	Newcastle
Report to:	CEO, North East Wellbeing
Contract:	Part-time (0.6), permanent (depending on continuation funding)

## Purpose of the role

We are looking for a highly motivated person collaborate with the Chief Executive of North East Wellbeing (NEW) to develop and establish Zone West in the family of NEW projects (see [www.northeastwellbeing.co.uk](http://www.northeastwellbeing.co.uk)). This person will have responsibility do the development and delivery of Zone West and will join NEW's team of Project Managers, the 'Boost Team'.

This is a 0.6 FTE post: 22.5 hours per week. The office is located in Benwell, Newcastle upon Tyne, and Zone West currently operates in the schools GP surgeries and communities of the West End of Newcastle, with the intention to expand into East Newcastle and Teesside.

**North East Wellbeing's purpose is to create NEW landscapes of life chances for vulnerable children through colourful and creative education.**

**Our Mission is to provide good leadership, governance and finance so that our family of projects can flourish:**

**Zone West's purpose is to join and link community resources to release talent and potential in children. We do this by developing bespoke support packages for children for their long-term development.**

### Purpose of Role

The Zone West Project Manager will collaborate with the Chief Executive and other members of the Boost Team to set the organization's strategic goals and to translate these into specific operational objectives. This will mean:

- **Working in close partnership with other members of the Boost Team, inviting and offering help.**
- **Delivering Zone West operational objectives by managing and quality assuring all key activities of Zone West**

# Responsibilities.

## **Key Tasks and Responsibilities**

The Zone West Project Manager will work with schools and practitioners to maintain and develop Zone West Practice. This means:

- Maintaining overview and quality control of all Zone West Activities, developing operational plans with the Boost Team and meeting concerns with a collaborative approach.
- Managing Zone West's Link Worker Team, listening with ideas and solutions through formal and informal supervision and review.
- Managing the induction process and continuing professional development to maintain professional standards of Link Worker delivery in line with the Theory of Change
- Managing the relationships with Zone West's partners in Schools and GP surgeries, responding to feedback, complaints and compliments to enhance best practice.
- Manage the Link Worker's caseload and the process of School & GP referral and selection.
- Ensure Link Worker documentation and activity data is accurate and data-entry on management systems is efficient.
- Oversee the completion of the Child's Personal Development Plan, and progress made against it
- Collaborate with all aspects of Zone West's research, in particular the completion of data-packs at important reporting points.

## **Responsibilities of all North East Wellbeing Staff**

- Comply with all relevant North East Wellbeing Safeguarding policies
- Maintain an awareness of health and safety and comply with ZONE WEST's Health and Safety Procedures
- Comply with North East Wellbeing Diversity and Equality policies and practices
- Maintain and develop competence in the use of IT systems
- A flexible approach to work is essential. All North East Wellbeing staff may sometimes be required to adapt their duties to take account of changes in work practices

# Zone West Project Manager Person Specification

Approach	<ul style="list-style-type: none"> <li>• Interest in and sympathy for the needs of children affected by poverty and inequality.</li> <li>• Positive can-do attitude to problem solving and likeable outlook</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Relevant honours degree</li> <li>• Evidence of post-graduate study and/or professional achievements</li> <li>• Record of continuing professional development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience working in service delivery</li> <li>• At least 3 years' experience of service development</li> <li>• At least 3 years' experience managing staff: demonstrable experience of dealing with HR issues including staff review and supervision.</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Ability to develop fresh approaches and innovate as appropriate.</li> <li>• Ability to provide strategic leadership and management, ensuring that the vision is not lost in the daily operations of the organisation.</li> <li>• Set clear priorities between competing demands for resources and manage own tasks and priorities effectively and with minimal supervision.</li> <li>• Ability to review and analyse budgets and financial reports to see implications in the implementation and management of the projects.</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• First class communication skills able to operate professionally and effectively at all levels.</li> <li>• Excellent rapport building, networking and relationship management experience.</li> <li>• Ability to facilitate, maintain and manage good working relationships between staff, volunteers, partners, and donors.</li> <li>• Entrepreneurial drive, passion and ability to help shape Zone West's strategy</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>• Ability to work on own initiative, self-directed and motivated.</li> <li>• Well organised, able to prioritise and manage time effectively and work to tight deadlines.</li> <li>• Ability to build relationships quickly and work as the creative element of a team.</li> <li>• Willingness to give support across the organisation and implement an integrated approach.</li> </ul>



# How to Apply

**To apply, please complete the application form. CVs will not be accepted.**

Applications should be sent to:  
[office@northeastwellbeing.co.uk](mailto:office@northeastwellbeing.co.uk)

Please ensure that the first part of your application form, which requests information on your education and employment history, is fully completed.

Your supporting statement in the application form should then provide us with information regarding your fit for the job as summarised in the person specification.

Should you be invited to interview with the Zone West team, we will ask questions to determine your fit with the Zone West competencies, values and job responsibilities.



## Recruitment Timetable

**Deadline for applications:**  
**12pm Monday 20<sup>th</sup> September 2021**

**Interviews with Zone West:**  
**Wednesday the 29<sup>th</sup> September 2021**

**Role commences:**  
**Monday 1<sup>st</sup> November 2021**

## Advert

# Project Manager Zone West

Job Title: Project Manager Zone West

Working hours: 0.6 FTE: 22.5 hours per week, part time

Rate of pay: £28,000 - £30,000

Contract: VCSE

Closing date: 20.09.2021

Interview date: 29.09.2021

We are looking for a highly motivated person who knows how to supervise and support a team of colleagues. The Project Manager will be working closely with Link Workers who provide young people in the West of Newcastle with the opportunities and relationships to enable them to flourish in life. The Project Manager is a key appointment for a growing operation, and will help the Link Workers to be effective in a multidisciplinary environment that includes the Primary Care Network of GP practices, education and community groups.

The Project Manager will help the Link Workers to deliver outcomes for children on their caseload, by providing work planning and reflection, together with support for meeting targets. Link Worker are highly committed with a strong independent work ethic: the Project Manager will be comfortable with a lively group of people working to a strongly articulated vision of change.

The Project Manager will build trusting relationships with the Link Worker team and all associated professionals, and be comfortable moving between professional groups to create a shared personalised plan for children. The Link Workers evidence their work through demonstrating outcomes for children: the Project Manager will work with them to ensure that all data gathering targets are met, and the case-management system is up to date.

For more information and a job pack please contact Alison Richardson.

Email: [office@northeastwellbeing.co.uk](mailto:office@northeastwellbeing.co.uk)

We are committed to promoting equal opportunities.