



## **North East Social Work Alliance (NESWA) Project Manager**

### **Grade K (2 year fixed term contract)**

**Group:** Corporate Services and Governance  
**Service:** Human Resources and Workforce Development  
**Location:** Civic Centre  
**Line Manager:** Senior WD Adviser

### **Job Purpose**

The post holder will have overall responsibility for the management of the NESWA teaching partnership resources and projects ensuring evaluation and evidence is captured effectively and efficiently to support sustainability of the project beyond the conclusion of grant funding. Working closely and building multi-agency relationships with strategic and operational decision makers within the partnership.

### **The key roles of this post will include:**

1. Leading a multi-agency, grant funded partnership ensuring that all programme objectives and outcomes are realised within agreed timescales and to budget.
2. Management of programmes of work and monitoring and overseeing projects being co-ordinated by partners agencies. Co-facilitating programmes of work and effectively manage the project administration process through preparing and updating all relevant project documentation.
3. Proactively managing the project plan, ensuring that any changes are agreed through Partnership governance processes. Define the activity, resources required and interdependencies of the projects.
4. Designing, developing, commissioning and/or delivering training programmes which meet the needs of the partnership, including organisation and co-ordination of activities, including liaising with external providers to ensure that events are planned and delivered and evaluated effectively.
5. Management of existing partnership governance arrangements and processes to ensure effective and timely decision making.
6. Influencing, supporting and engaging strategic and operational level leadership from across the Partnership. To develop and drive forward the Partnership's strategy, through clear programme and project planning that takes account of the local, regional and national social work reform policy.
7. Establishing and managing effective communication, consultation and engagement processes with all key stakeholders and personnel involved.
8. Identifying risks and ensure that these are assessed, highlighted, allocated and mitigated, whilst ensuring that the project is delivered in the most resource effective manner.
9. Lead responsibility for managing the project budget in accordance with financial procedures/regulations and report on the financial health of the project on a regular basis to key stakeholders and project funders.
10. Evaluation of project performance, identifying progress against agreed performance targets and supporting stakeholders with scale and spread of effective approaches.

11. Leading work to plan, update and revise the Partnership's sustainability plans, ensuring transfer of successful project activity to business as usual to support continuity beyond grant funding.
12. Establishing, developing and leading on behalf of the Partnership, effective and co-operative communications, working relationships and arrangements with all external stakeholders including but not limited to Departments of Education and Health and Social Care, Social Work England and the National Teaching Partnership network.
13. Professionally represent the Partnership at internal and external events, conferences and meetings as required.
14. Managing and maintaining the promotion of the Partnership, including but not limited to the Partnership's social media presence, advertising, marketing of the Partnership and access to Partnership training and CPD opportunities.
15. Such other responsibilities allocated which are appropriate to the grade of the post.

## **Essential Requirements**

### **Qualifications**

- Current driving licence and access to a car, or access to mobility support

### **Experience**

- Social Work practice in an adult or children's setting
- Practice Education in social work and supporting social work students
- Multi-agency working and collaboration with a variety of stakeholder
- Gathering, assessment and analysis of data
- Formulating work plans for large multi-agency projects
- Representation at meetings at a local, regional and national level
- Working as part of a team
- Designing and delivering learning, development and training opportunities
- Budget management
- Effectively influencing strategic and operational leads in social work practice and education.
- Improving the practice of others
- Developing strategies to improve multi-agency working
- Presenting complex information in written and oral form
- Meeting deadlines
- IT systems and using IT equipment on a daily/ regular basis
- Communicating with a variety of stakeholders

### **Knowledge**

- Social work practice in a statutory setting **or** of social work frameworks and teaching in an education setting.
- Adult learning styles and principles
- An awareness of the work of the teaching partnerships and social work training and development

### **Desirable**

#### **Qualifications**

- Social Work qualification (MA or BA in Social Work, Dip SW CQSW or CSS)
- Recognised social work qualification (MA or BA in Social Work, Dip SW CQSW or CSS)
- Supporting students
- Practice Education Stage 1 or 2

#### **Experience**

- Project work and managing projects

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## **Competencies**

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working