

Job Description & Person Specification

Post Title:	Senior Project Manager (Ageing Well)
Salary:	£36,112 - £39,461 per annum
Hours:	Full time (37 hours per week)
Responsible to:	Senior Manager (Health and Physical Activity)
Responsible for:	No line management responsibilities

The West of England Sport Trust (Wesport) is the Active Partnership for the West of England area (Bath & North-East Somerset, Bristol, North Somerset and South Gloucestershire) We are a registered charity and aim to build additional local, regional and national collaborations that will enable more (and better) sport and physical activity opportunities. We deliver national programmes as part of the Active Partnership network alongside local initiatives.

Our mission is:

Establishing the conditions for long-term change, enabling more people to be physically active, inclusive for all.

Wesport has adopted values that are used to guide our work and our decisions:

- *We are a team of people with a passion for sport and physical activity, which is at the heart of all we do.*
- *Collaboration is key; we know when to take the lead and understand when someone else is better placed to do so.*
- *We are proud to work for Wesport and we place value in the work we do. We are always seeking new ways to make a difference.*
- *Teamwork is vitally important – we support one another to get the job done, with honesty and commitment.*
- *We are people-centred; aiming to improve local communities by working with them.*

Summary of the Senior Project Manager (Ageing Well) Role

This role is an exciting opportunity to make a difference within the health and sport & physical activity sectors across the West of England. This is a new role that will initially manage the funded Live Longer Better project for 12 months, whilst ensuring a focus on the sustainability of the project & wider connections. The role will involve continuous advocacy for the importance of 'moving more' across the local statutory health organisations (mainly the 2 x Integrated Care Systems across the West of England as well as Public Health within Local Authority) and the community sector and support programme development.

This role will work closely with and be supported by the Senior Manager for Health and Physical Activity, as this role will build on existing connections that have been made and continue the momentum of progress made so far in this area.

Working within the current transformation of local Health systems is complex and requires strategic influencing & advocacy to make an impact, so we are looking for someone with partnership development experience as well as knowledge of working with the health sector.

The Senior Project Manager will have a key management and delivery role against the main business objectives, impacting on Wesport's vision and mission. This role will require significant strategic planning, negotiation, resource management, change management and conflict resolution skills.

This role will have specific lead responsibilities and will be expected to lead the planning, implementation and reporting, managing budgets / resources effectively. This role will be expected to contribute to all operational areas, where their specific lead responsibilities can contribute to the achievement of other project / programme targets and our mission.

This role will also be responsible for identifying and developing opportunities to bring additional funding into Wesport, linked to lead responsibilities and other possibilities to help achieve the organisational vision and mission.

Key Duties and Responsibilities

- Lead on the effective delivery of the currently funded Live Longer Better programme across Bristol, North Somerset and South Gloucestershire, as part of the [Clinical Commissioning Group](#) (CCG) Ageing Well Programme.
- To maintain reporting across the programme life to ensure key milestones are met.
- Lead on our membership of the Live Longer Better National Community of Practice and Learning across the Active Partnership network.
- Maintain and develop relationships with existing and new partners & across the community and health sector to develop a longer-term strategic approach to active ageing in line with current evidence, national guidance and policies
- Organising learning events for partners to share and discuss key themes, hosting networking sessions to bring projects together for shared learning.
- Establish effective monitoring, evaluation, learning and sharing processes with partners to support shared goals.
- Connecting with identified key audiences or a place to support the development of Active Ageing projects alongside Wesport's strategy.

General Responsibilities

- Setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties
- To manage the relevant budgets and to keep up to date financial records in relation to lead areas of responsibility
- Work within the Wesport team to integrate role objectives into team delivery where appropriate, and to utilise the expertise of colleagues
- Contributing to the review and production of annual plans and the achievement of the long-term vision of Wesport

Person Specification – Senior Project Manager (Ageing Well)

Knowledge / qualifications / experience:

- A degree or equivalent qualification in a related field or ability to demonstrate equivalent knowledge through senior leadership experience in professional roles
- Knowledge and experience of the health, older people and social care sector
- Evidence of leading on successful resource and project management and an understanding of the techniques required through experience of managing, planning, implementing and evaluating projects.
- Experience of cross-sector stakeholder working ,developing strong and successful partnerships at a senior level. Ideally within the health / wellbeing and physical activity sectors.
- Understanding of system change / thinking and working in complex systems
- Awareness of the inequalities faced by key audiences to being physically active
- Excellent stakeholder management skills – building long term trusted relationships, influencing, negotiation and advocacy.
- An understanding of sports equity, safeguarding children, adults at risk, & of good practice relating to these areas.
- Knowledge of key evidence, policies and national guidance, funding landscape relating to physical activity, health, active ageing, and ability to unlock opportunities for active lifestyles.
- Knowledge of the use of current digital and social media platforms in a professional capacity.
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications

Communication:

- Excellent communication and inter-personal skills and the ability to gain the trust and confidence of others internally and externally and at all levels.
- Ability to enthuse and motivate colleagues and stakeholders using coaching and mentoring skills.
- Proven ability to communicate effectively with people on all levels and from a variety of organisations

Self motivation:

- Proven ability to meet objectives on own initiative
- Evidence of on-going professional development
- A willingness to work long and unsociable hours when required

Teamwork:

- Ability to work as part of a team and a willingness to make an effective contribution to the work of the team

Organisation:

- Strategic management skills – the ability to develop and evolve programmes /strategy; undertake a strategic analysis of the future operating environment including use of insight; determine business critical priorities and how best to achieve them
- Excellent personal organisation skills including the ability to balance competing priorities and manage a varied workload within deadlines. Able to prioritise / meet deadlines as and when required
- Able to cope with unexpected and stressful situations
- An ability to organise meetings, conferences and other related activities, playing an active role in their delivery

Response to change:

- A willingness to keep abreast of developments and make a contribution to the planning and implementation of change
- Able to support the implementation of change in relation to role responsibilities in line with Wesport's strategy, vision and mission and a constantly changing national / local landscape.

Physical:

- Able to undertake all the physical requirements of the job, such as frequent travel to a variety of external locations

- Able to work occasional evenings and weekends as required

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.