

Job Description and Person Specification

Post Title:	Project Manager (Social Prescribing)
Salary:	£27,678 - £32,085 per annum
Hours:	Full time (37 hours per week)
Responsible to:	Senior Manager (Health and Physical Activity)
Responsible for:	No line management responsibilities

Organisational Context

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.*

Wesport embraces & champions equalities, diversity, equity, and inclusion. We are committed to building a team that represents a variety of backgrounds, perspectives and skills to help keep us relevant to the communities that we work within.

Project Manager (Social Prescribing) – Summary of Role

Social prescribing is designed to support people with a wide range of social, emotional or practical needs, with a focus on improving their mental health and physical wellbeing.

This role is an exciting opportunity to develop the work of embedding sport and physical activity opportunities within the local Social Prescribing infrastructure.

This is a new role that will initially focus on managing a funded project across Bristol through working closely with the social prescribing teams and local community providers. Encouraging uptake in sport and physical activity amongst those who would benefit and ensuring that suitable community opportunities to be active are presented in the right way. Alongside this, you will be required to support the sport and physical sector to ensure they are 'referral ready' and work to identify and promote the training opportunities available and work to address the gaps.

This role will work closely with, and be supported by, the Senior Manager for Health and Physical Activity, building on existing connections and continuing the progress made so far in this area.

Project Managers may also be asked to take on line management responsibilities for some operational staff.

Key Duties & Responsibilities

- Connect across the Social Prescribing network in the West of England acting as the voice for Sport and Physical Activity building strong relationships with the social prescribing teams.
- Identifying training needs / gaps across for physical activity promotion across the Social Prescribing network and work on supporting this by building on existing local provision and drawing on national learning.
- To ensure the Sport and Physical Activity Sector is 'referral ready', providing training opportunities where required
- To effectively use any suitable funding streams to develop identified community-based opportunities to be active
- To work closely with Wesport colleagues in currently identified hyperlocal areas to increase support and build stronger pathways for patients
- To engage with the Green Social Prescribing project and build on connections across both Nature based activities as well as Art and Culture
- To engage with the Active Partnership National Network, in particular with the regional Thriving Communities and Physical Activity leads via the National Academy for Social Prescribing.
- To work with the Senior Manager (Health and Physical Activity) to develop a monitoring & evaluation framework for the project, capture learning, and share this learning across the network.
- To work with Wesport colleagues and partners to identify additional funding to sustain delivery.
- Setting personal, organisational and partnership performance measurement targets linked to role purpose, key responsibilities and specific duties
- Where relevant ensure that identified areas of responsibility contribute to other projects, programmes areas and Wesport's overall vision and mission, and adheres to Wesport values
- To manage budgets and keep up to date financial records in relation to lead areas of responsibility
- To work with the Wesport team and partners to identify and develop opportunities to bring additional funding into Wesport, linked to lead responsibilities and other possibilities to help achieve the organisational vision and mission.
- Where required, line management of staff, to be identified by the Senior Manager (Health and Physical Activity)
- Contributing to the review and production of annual plans and the achievement of the long-term vision of Wesport
- Commitment to promoting the organisational values of Wesport, including those relating to equality, diversity, equity, and inclusion

Person Specification Requirements

Knowledge/qualifications:

- A degree or equivalent qualification in a related field or ability to demonstrate equivalent knowledge through experience in professional roles
- Knowledge and experience of working within either the health, social prescribing network landscape and/or sport and physical activity sector
- Knowledge of the principles of the Social Prescribing model
- 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. Ideally within the health / wellbeing and physical activity sectors.
- Awareness of the inequalities faced by key audiences (in focus communities) to being physically active
- An understanding of sports equity, safeguarding children and adults at risk policies, planning, implementation and evaluation
- Awareness of current issues and legislation regarding to equalities, diversity, equity, and inclusion (EDEI)
- An understanding of the requirements of key partners, agencies and organisations in demonstrating the value of physical activity to the achievement of objectives (local – national organisations)

- Experience in developing working partnerships with other professional organisations and the voluntary sector.
- Proven ability to move initiatives forward

Communication:

- Excellent communication skills via a range of methods
- Evidence of the ability to motivate, enthuse, persuade, negotiate with and influence others
- 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
- Committed to continuous self-development
- A willingness to work long and unsociable hours when required

Teamwork:

- Experience of managing others, working to support them in achieving their contribution to organisational objectives
- The ability to work as part of a team and a willingness to make an effective contribution to the work of the team.
- The ability to lead specific areas of teamwork, and ensure other team members are aware of their role, responsibilities, and are accountable
- Understanding the dynamics of team work when this incorporates other organisations and individuals that need to be influenced / supported in achieving the team goals

Organisation:

- Excellent personal organisation skills
- Able to prioritise/meet deadlines as and when required
- Able to cope with unexpected and stressful situations
- An ability to chair and organise meetings, seminars, conferences and other related activities

Response to change:

- A willingness to keeps abreast of developments and contribute to the planning and implementation of change
- A willingness to work towards a wide range of agendas, and enable the linking together of individuals from different organisations into an effective team with shared goals and responsibilities
- Able to lead the implementation of change in relation to role responsibilities in line with Wesport's strategy, vision and mission and a constantly changing national / local sector 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

Desirable:

- Experience of making a significant contribution to successful bids for funding from a variety of agencies
- Resource management experience
- Experience of working successfully in cross-organisational teams
- Experience of strategic planning and the process of implementing, reviewing and adapting plans
- Knowledge / awareness of national planning processes for sport and the potential opportunities / challenges this can have on an organisation, such as Wesport
- IT literate and a knowledge of the benefits that IT can bring to enhance planning, evaluation, management and communications

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.