



yorkcvs

VCSE Programme Manager
Application Pack
July 2021



Dear Applicant

Thank you for your interest in the full-time role of Programme Manager for the Voluntary, Community and Social Enterprise (VCSE) workstream within the Humber, Coast and Vale Health and Care Partnership. I hope that you find the attached information is useful in helping you consider applying for this role.

The establishment of this new workstream reflects the importance of developing and integrating the role of the VCSE sector within the wider work of the Partnership. Building on the work the VCSE sector has undertaken during the local responses to the COVID 19 pandemic there is a strong recognition that there are new opportunities to develop the VCSE sector's role as part of our integrated care system.

This post will support the work of the established strategic VCSE Leadership Steering Group, which brings together key representatives from each of the six places within the HCV Partnership. These are York CVS (York), Community First Yorkshire (North Yorkshire), Humber and Wolds Rural Community Council (North Lincolnshire), the Smile Foundation (East Riding of Yorkshire) and Forum (Hull and North East Lincolnshire). Membership also includes senior representation from health and local government.

The Steering Group is currently in the process of agreeing a key set of priorities for the next year, including establishing a number of new VCSE led workstreams and developing key links to work already being undertaken by the wider Partnership. The Programme Manager post will support the Programme Director to help us achieve this.

This post will link directly into the established Programme Management structure of the HCV Partnership but will be hosted by York CVS, who will be the employing organisation.

The creation of this post comes at an exciting time for the wider VCSE sector across the HCV Partnership. The changing landscape around how we deliver health and social care in the future and create better outcomes for local people provides the sector with new challenges and opportunities.

If you have any further questions please do not hesitate to contact us.

Thank you once again for your interest.

Yours faithfully

Jason Stamp
Chief Officer – Forum
Chair – Humber, Coast and Vale VCSE Leadership Steering Group



Job Title: VCSE Programme Manager

Salary: Circa £35k

Hours: 37 hours per week

Duration: 7 month secondment or Fixed term Contract

Location: Flexible homeworking

Reporting to: Programme Director

Hosted by

The post is hosted by York CVS, an infrastructure charity who support and champion York's voluntary, community and social enterprise (VCSE) sector to make positive change, challenge issues and grow new ideas to strengthen communities. This will enable direct access to advice and support on engaging with VCS organisations.

Overall Responsibility

To support the delivery of the VCSE Leadership Programme working closely with the Programme Director and the VCSE Leadership Group which includes VCSE place leads from each of the HCV localities.

The post holder will work alongside the VCSE Programme Director as the strategic lead, to implement the emerging VCSE Strategic Plan particularly at a place level, increasing its connectivity to local organisations and networks.

Main Purpose of Job:

The Programme Manager will –

- Have responsibility to deliver areas of the VCSE Leadership Programme Strategic Plan which contribute to the HCV Health and Care Partnership priorities
- Build relationships with VCSE organisations from across HCV
- Support the understanding of the system as to the role and value of the VCSE sector
- Support the work of the place leads in connecting the HCV Health and Care Partnership to local networks

Duties and Responsibilities

1. Build relationships with VCSE organisations and networks across HCV
2. Work with partners and networks to connect the sector with the Humber, Coast and Vale Health and Care Partnership, through attending, presenting and discussing areas of work with them
3. Develop and collate an understanding of localities across HCV and their priorities around health and care
4. Report to the VCSE Leadership Group and input into the plans for the programme
5. Lead on agreed specific work themes as part the VCSE Leadership Programme
6. Support the generation of investment into the VCSE Leadership Programme and wider sector to deliver against programme priorities
7. Manage and deliver VCSE networking events at both a system and place level
8. Facilitate co-design of pathways and opportunities between the VCSE sector and system leaders
9. Support the VCSE Programme Director to implement the VCSE Leadership Programme Strategic Plan
10. Devise, develop, implement and maintain tools:
 - to streamline more effective data capture
 - measure both qualitative and quantitative metrics about the programmes and Projects as required
 - to organise, gather and analyse information to predict/meet future organisational needs by identifying best practice
11. Put in place effective communications to ensure stakeholders are aware of the programme, priorities and progress
12. Familiarise and understand all processes and procedures in relation to the programme, York CVS and the HCV Health and Care Partnership in general.
13. Such other duties at a comparable level of responsibility as determined by the VCSE Programme Director and the VCSE Leadership Group

Person Specification: VCSE Programme Manager

	Essential	Desirable	How assessed*
Values and Personal Attributes			
1.1 Innovative and creative	✓		AF/INT/R
1.2 A natural collaborator	✓		AF/INT/R
1.3 Pragmatic, empathetic and sensitive to others	✓		AF/INT/R
1.4 Honest, trustworthy and has Integrity	✓		AF/INT/R
1.5 Driven, Independent and reliable	✓		AF/INT/R
Qualifications			
2.1 Educated to Degree level or equivalent experience (must be able to demonstrate ability to have the capacity/experience to take on a senior management role)	✓		AF/Cert
2.3 A Management qualification (e.g. Diploma in Management Studies)		✓	AF/Cert
Skills, Knowledge and Experience			
3.1 Significant experience of managing and building relationships and networks.	✓		AF/INT/R
3.2 3 years' experience of applying project and programme management with a range of stakeholders	✓		AF/INT/AT/R
3.3 A track record of delivering programmes and projects with stakeholders	✓		AF/INT/P/R
3.4 Experience of co-design and leading a co-design process to create and implement programmes and projects	✓		AF/INT/P/R
3.5 Demonstrable experience of stakeholder management and working in partnerships	✓		AF/INT/P/R
3.6 Excellent communication skills with stakeholders at all levels. Ability to communicate with tact and sensibility where required.	✓		AF/INT/P/R
3.7 Significant understanding and working in or with the VCSE sector and working in partnership to develop and deliver programmes and projects	✓		AF/INT/P/R
3.8 An understanding and knowledge of the workings of the NHS, the challenges it faces and of the reform agenda.	✓		AF/INT/P/R

3.9	The ability to explain, listen and influence in the face of resistance and financial restraint with statutory and third sector organisation's will be crucial to the role.	✓		AF/INT/P/R
3.10	Ability to work across and understand the geographically, economically and culturally diverse communities across the partnership.	✓		AF/INT/P/R
3.11	Excellent planning, organisational and analytical skills with a practical approach to problem-solving.	✓		AF/INT/P/R
3.12	Excellent presentation skills and the ability to produce clear, concise and accurate written documents	✓		AF/INT/P/R
3.13	Computer literate with an ability to use the required systems/office packages. Proficient user of Microsoft Office packages (e.g. Word, Excel, Powerpoint)	✓		AF/INT/P/R
Other Requirements				
4.1	A Driving licence is essential including access to a vehicle (although public transport use is possible)	✓		AF/INT
4.2	A willingness and ability to travel across HCV geography	✓		AF/INT
4.3	Willingness and ability to work flexibly including evening and weekends to attend meetings as required.	✓		AF/INT
4.4	Ability to work from home with access to WIFI to meet business needs	✓		AF/INT

* Key to how skills are assessed

AF = Application Form
INT = Interview
R = References

P = Presentation
AT = Assessment/Task exercise
CERT – Certificate of qualification