

# Job Description and Person Specification

## Programme Manager (Community Mental Health- PCN)



<b>POST:</b>	<b>Programme Manager (Community Mental Health – PCN)</b>
<b>LOCATION:</b>	<b>Shipleigh (District wide)</b>
<b>GRADE / SALARY:</b>	<b>F1 £33,000 FTE per annum (pay award pending)</b>
<b>HOURS:</b>	<b>37.5 hours per week</b>
<b>ACCOUNTABLE TO:</b>	<b>Head of Operations</b>

### **Purpose of the Job:**

To establish and lead a programme of work to develop the new Community Mental Health service spanning across 3 Primary Care Networks (PCNs) to support people with complex or serious mental illness (SMI) who do not receive secondary mental health services. You will work strategically to build relationships with colleagues across the district and coproduce the offer in accordance with local need.

### **Main Duties:**

- Plan, lead and coordinate the programme, monitoring progress to ensure the achievement of a high-quality, person-centred service in line with programme aims and objectives.
- Source and contract manage subcontracted service provision, including monitoring and evaluating quality and impact, working closely with subcontracted providers to review and improve performance where required.
- Manage and motivate staff by providing supportive line management, including agreement of responsibilities and objectives, monitoring performance and providing leadership and direction to support colleagues to excel.
- Establish and maintain productive relationships across PCNs, Secondary mental Health services and VCS organisations to build a robust, easy to navigate service.
- Manage interdependencies, both within the programme and with other Cellar Trust activities, ensuring the smooth delivery of the project.
- Manage the programme budget, providing regular reports and analysis.
- Ensure risks and issues are identified, effectively managed, and reported. This includes safeguarding, incidents and concerns.
- Report progress using the monthly and quarterly reporting mechanisms and escalate relevant issues to the SLT.
- Promote the voices of the people we support and under-represented or marginalised groups across the programme and organisation.

### **Values and Behaviours**

- Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.

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- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
- Be passionate about our work and inspire others to feel the same.
- Be committed to doing things well and always look for opportunities for improvement.
- Model excellent partnership and team working.

### PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

<b>Knowledge</b>	<b>Method</b>
Programme/Project Management qualification or extensive equivalent experience.	<b>Application</b>
Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health.	<b>Application Assessment</b>
Knowledge of health inequalities and the impact on people with SMI	<b>Application Assessment</b>
Knowledge, understanding and ability to respond effectively to issues of quality and safety, including GDPR and safeguarding	<b>Application Assessment</b>
<b>Experience</b>	
At least 2 years' experience of programme/project management	<b>Application</b>
Experience of establishing effective relationships and working with a range of external partners.	<b>Application Assessment</b>
Experience of leading and managing people	<b>Application</b>
Experience of working with people within mental health services	<b>Assessment</b>
<b>Skills</b>	
Project management skills	<b>Assessment</b>
Competent in Microsoft Office and using online data management systems	<b>Application</b>
Excellent written, verbal and non-verbal communication skills including the ability to present confidently to large groups.	<b>Application Assessment</b>
Strong negotiating and influencing skills	<b>Assessment</b>
<b>Values</b>	
A firm belief that all people matter and deserve respect	<b>Assessment</b>
An evidenced belief that everyone can change	<b>Assessment</b>
A track record of delivering on your commitments	<b>Assessment</b>
A personal commitment to equality, diversity, and inclusion	<b>Assessment</b>