

Our Vacancies

Well One Partnership Development Manager

Directorate:

Communities and Neighbourhoods (CaN) Assistant Director - Community Development and Wellbeing

Team:

Community Development and Wellbeing

Responsible for:

Digital/Comms Roles/Community Connectors

Grade:

PO4

Purpose of Job

- 1 To manage and develop the Well One health partnership, supporting and facilitating Well One partners, networks and groups.
- 2 To implement a Well One health strategy that aims to improve the physical, mental and social wellbeing of Tower Hamlets residents.
- 3 To drive the delivery of a community capacity building programme, enabling local residents and groups to play a greater role in improving community health and wellbeing.
- 4 To lead on developing and delivering a health volunteering strategy to increase both community and corporate volunteering for health initiatives.
- 5 To lead on the delivery of externally funded health projects.
- 6 To be responsible for developing and implementing performance management frameworks for health projects, ensuring that projects are meeting internal and external targets and outcome expectations.
- 7 To explore and secure opportunities to bring additional funding and/or resources into Tower Hamlets to support the delivery of the health strategy.
- 8 To be responsible for managing some volunteers and associated volunteer activities.

Main Duties and Responsibilities

Collaboration, Partnerships & Strategy

- To secure both strategic and operational support from partners to develop a strategy to improve the health of Tower Hamlets residents.
- To organise and facilitate regular partnership meetings.
- To represent the Well One Partnership at policy and strategy forums

Capacity Building & Support

- To engage with local residents, directly or indirectly, to identify local needs, assets and opportunities.
- To develop a capacity building programme to support existing and new locally-led health groups & associations, bringing local residents together with relevant stakeholders.
- To explore funding and inward-investment opportunities to support locally-led groups and

associations.

Maximise asset utilisation

- To lead a mapping exercise to identify existing health assets in Tower Hamlets and ensure this information remains up-to-date and relevant.
- To ensure that community centres and other physical assets are being fully utilised to effectively deliver appropriate and accessible health & wellbeing activities.

Marketing and Communication

- To work with key partners, stakeholders and Comms and Digital Manager to develop a coordinated and unified communications strategy to effectively promote Well One activities and messages.
- Work with Comms and Digital Manager to ensure Well One website information is relevant and up-to-date.
- To ensure that health interventions and services are promoted widely to all local stakeholders.
- To collate information from local stakeholders and use this for promotional material.
- To prepare promotional material and case studies to demonstrate impact.

Data Collection & Evaluation

- To lead on the establishment of a data collection framework to ensure that all relevant information is collected across the partnership, particularly information relevant to project/programme evaluations.
- To support evaluators to access relevant individuals and information, in order to be able to undertake comprehensive project/programme evaluations.
- Attend regular meetings and maintain communications with funders, including the Big Lottery, and provide statistical reports and narratives

Project Delivery

- To lead on the delivery of externally funded health projects.
- To be the main point of contact for relevant funded-projects, attending meetings as required.
- To ensure all outputs and targets are achieved as required by the Well One Partnership and other funding bodies.
- To prepare written statistical reports and monitoring returns in line with the needs of internal management and external funders.

General

- To work unsupervised, and in a position of authority, with a range of stakeholders.
- To work at all times to the quality standards required, ensuring that the highest possible levels and quality of service delivery is maintained and that improvement is planned and continuous.
- Perform other duties as may be reasonably required by your line manager.
- To undertake training as required
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

Person Specification

All criteria are essential unless stated otherwise.

Requirements	Criteria
Education / Qualifications / Training	• Educated to degree / HND equivalent or demonstrates comparable skills

Skills	• Strong partnership development & networking skills • Excellent negotiating and interpersonal skills • Ability to liaise with individuals at all levels within an organisation, including external partners • Excellent verbal, written and presentation skills • Ability to work under pressure and meet deadlines and targets • Excellent organisational skills • Ability to manage change and work flexibly • Ability to manage quality and performance • Computer literate to include Microsoft Word, Excel, Outlook, use of the Internet and web-based email
Experience	• Experience of successfully achieving outputs and targets required by funders • Experience of delivering externally funded projects and developing new initiatives • Experience of developing partnerships at both operational and strategic levels • Experience of capacity building individuals and organisations to deliver effective community projects and programmes • Experience of working with corporate companies to deliver community / CSR programmes • Experience of coordinating community and corporate volunteers • Experience of working with organisations and services delivering community health projects/interventions in Tower Hamlets and other relevant stakeholders
Knowledge	• Knowledge of project and programme management principles • Understanding of the factors that influence health and how they can be addressed at a community level • Knowledge of organisations and services delivering community health projects/interventions in Tower Hamlets and other relevant stakeholders
Competencies	Can demonstrate: • Putting others First • Being Informed and Informing • Partnership Working • Open to Change • Achieving Results • Problem Solving • Personal Progress



