

GreenSquareAccord Limited

Job Description

Job Title	Hall Green Neighbourhood Network Project Manager	Location	Birmingham
Department	Community Involvement and Investment		
Team	Hall Green Neighbourhood Network Scheme	Date updated	May 2023
Job Family and level		Job Evaluation Score	

Organisational Structure

- Reports to the Head of Community Involvement & Investment.
- Responsible for managing a small project team.
- The post holder is also responsible for representing Hall Green Neighbourhood Network Scheme (NNS) at city wide NNS and related events and will actively contribute to Birmingham's wider NNS developments and innovation activities.

Day to day management will include overseeing the effective gathering and sharing of information across the Hall Green Constituency. This will include:

- Ensuring the Hall Green NNS Community Asset register and other directory formats are kept up to date and regularly maintained as directed by the Commissioning Team
- Managing the design and delivery of Hall Green's community investment programme; including the administration of the Community Grants Scheme and commissioning of third parties where appropriate to deliver capacity building support activities.
- Managing meaningful and trusted relationships with key stakeholders and partnership working arrangements to ensure reach and meaningful engagement.
- Establishing strong contacts, links and relationships between locality social work teams and community assets.
- Increasing younger and older adults' engagement; working with others to improve access and services, identify gaps in provision, and share learning.
- Chairing the Hall Green NNS Steering Group and Grants Panel.

Role Purpose

The delivery of Neighbourhood Network Schemes (NNS) supports Birmingham City Council's priority of moving from a crisis response to prevention and the Adult Social Care's Vision (2020) to enable citizens to live independently within their own homes and communities.

NNS work to the principles of an Asset Based Community Development (ABDC) as a community and strength based social work approach are designed to enable engagement with and investment in community assets and are Constituency based networks which are aligned to individual community social work teams. This is for the purposes of supporting older adults aged over 50, and younger adults aged 18-49 years with a long-term disability, to connect to individuals, groups, organisations, activities, services, and places in their neighbourhoods.

The NNS model focuses on developing community-based activities and support for those with a learning disability, physical disability, autism, mental health difficulties, sensory loss, or impairment. It includes those who are likely to have a care or support need in the future as well as people living in a community setting who can access and participate in activities independently or with the support of an informal or paid carer or personal assistant employed via a direct payment. Neurodiversity conditions other than Autism are not specifically included, although awareness raising and supporting assets to be accessible to citizens with these conditions should be.

The post holder will lead a small Hall Green Constituency Team to actively promote the NNS across Hall Green through online and face-face engagement activities and events. Working with a range of stakeholders including citizens, community assets, social workers to co-produce a strong community offer that meets the needs of younger and older adults whilst building on the area's strengths and opportunities.

Role Responsibilities

Project Management

- Oversee the strategic and operational management of the Hall Green NNS Programme and the line management of a small team.
- Work closely with the Head of Community Involvement & Investment to ensure strategic and operational delivery of Hall Green's NNS contractual outputs and outcomes.
- Work in partnership with other members of the team including the Hall Green Early Help Team to develop, coordinate and promote a wider Hall Green Communities Offer
- Ensure effective management systems and processes are in place for the following key areas:
 - *Governance framework for the NNS Steering Group and Grants Panel/s.*
 - *Stakeholder and Partnership Working.*
 - *Communications and Marketing.*
 - *Budget and Financial Management.*
 - *Community Capacity Building & Investment.*
 - *Monitoring and Evaluation.*

Governance

- Coordinate and chair Hall Green's NNS Steering Group meetings and Grants Panel/s in accordance with their Terms of Reference (TOR).
- Oversee membership of the Steering Group and Grants Panel/s ensuring membership is reflective of the Hall Green constituency, includes citizenship representation and complies with Commissioners guidance.
- Lead on recruitment of local partners and stakeholders to the Hall Green NNS Steering Group and Grants Panel.
- Oversee and report on an annual community investment programme including grant commissioning and capacity building activities.
- Lead on reporting to the accountable body, Adult Social Care & Health Commissioning Team, and key stakeholders as appropriate.

Stakeholder and Partnership Working

- Partnership and Stakeholder strategy and management.
- Starting from principle of 'what's strong not what's wrong' you will work with your team to

ensure older and younger adults with long term disabilities and their support networks are identified and mapped individuals as 'community assets' across the Constituency's neighbourhoods.

- Work with and support Constituency "community assets", as well as relevant partners, to help maintain and sustain the current activity and community offer (which is independent of BCC funding).
- Support the NNS Team with identifying gaps in support for young adults through robust gap analysis which are relevant to the ideas and issues being raised through social work conversations, and conversations with citizens and other stakeholders, such as the Community Network Support Officers (CNSOs) and Social Prescribing Link Workers.
- Ensure the co-development and delivery of a Capacity Building programme including development & training for community assets based on data and intelligence.
- Develop and manage a series of community asset networking and consultations events.
- Ensure the Hall Green NNS 'community asset' register/database and other directory formats are kept up to date and shared with practitioners, funders, citywide digital directories, and maps.
- To build relationships, work with, report to and liaise as necessary with the following stakeholders:
 - NNS Birmingham City Council Commissioning Team
 - Hall Green Social Worker Team/s
 - Community Assets
 - Older Citizens
 - GPs and other NHS Practitioners
 - Elected Members including Councillors and MPs
 - Statutory Services such as the Police and Fire Services
 - Social Housing Providers
 - Birmingham Voluntary Service Council (BVSC)
 - Other District NNS Leads
 - Departments within the Accord Group,
 - Other stakeholders and ancillary partners on the delivery of this project.

Communications and Marketing

- Oversee the development and implementation of a communication and engagement plan.
- Oversee the scheduling and hosting of networking events, promoting business opportunities and signpost to other business support initiatives.
- Work with the Early Help Team to develop a wider Hall Green Communities Offer and promote this via the Hall Green Communities website and other social media platforms.
- To help with the production of PR and marketing material as required and to feed into, organise and evaluate networking and other events within an overall plan.

Budget and Financial Management

- Oversee project expenditure in line with budget plans.
- Provide regular income and expenditure updates to the Head of Community Involvement & Investment.
- Maintain a record of all NNS project spend and liaise with GreenSquareAccord's Finance Department to ensure timely and accurate finance data is available.

Community Capacity Building & Investment

- Oversee the development and implementation of Hall Green's Community Investment and

Small Grants Programme

- Support community assets with the submission of quality grant applications to ensure full compliance with grant contract conditions and to ensure meaningful project impact.
- Commissioning of community infrastructure capacity building third parties where appropriate

Monitoring and Evaluation

- Lead on all Hall Green NNS reporting.
- Lead on the monitoring and evaluation of community investment and development activities to ensure maximum impact is achieved and reported on.
- Ensure project monitoring and reporting systems are in place and agreed by the NNS Steering Group

Policies and Compliance

- Abide by GreenSquareAccords policies, procedures, and guidelines, ensuring compliance with relevant legislation.
- Assist and work within GreenSquareAccords Environmental Management systems, maintaining records as required and adopting environmentally appropriate practices.
- To ensure that all policies and procedures relevant to each service area are followed and where appropriate, proposals for changes made to your line manager.
- Complete mandatory training.

Responsibilities

Confidential information	Ensure security of data, especially sensitive personal data, in line with the information management policy/IT policy
Budgetary/Financial	NA
Security	Ensure security of data, especially sensitive personal data, in line with the Information Management Policy/IT policy.
Specialist Advice	Knowledge of or a commitment to Adult Social Care's Prevention Model and the principles of ABCD
Health and Safety	Responsible for the effective management of health and safety within his or her own area or function. This includes: <ul style="list-style-type: none"> • Ensuring that safe systems of work are implemented including lone working systems • Enforcing personal protective equipment requirements. • Ensure compliance with health and safety policies and procedures. • Identifying and reporting health and safety related problems. • Participating in the risk assessment programme, including production and review of risk assessments. • Setting a good example on health and safety matters.

Working Relationships and Contacts

Internal	<ul style="list-style-type: none"> • GreenSquareAccord Limited managers. • GreenSquareAccord Limited employees.
External	<ul style="list-style-type: none"> • External companies & other Housing Associations.

	<ul style="list-style-type: none"> • GreenSquareAccord Limited suppliers. • Community based professionals • Third party agencies, etc. • GreenSquareAccord Limited customers/residents. • Members of the public. • Birmingham City Council • Birmingham Voluntary Service Council (BVSC)
Other	
<ul style="list-style-type: none"> • Undertake other duties as may reasonably be required. • Additional language skills would be an advantage. 	

Person Specification

	Essential	Desirable
Qualifications		
Professional Qualifications		
Membership of Professional Body		
Specialist Qualifications	<ul style="list-style-type: none"> • Project Management qualification or equivalent through proven experience and success. 	<ul style="list-style-type: none"> • A Community Development Qualification
General educational ability	<ul style="list-style-type: none"> • A good standard of education to support strong vocabulary, verbal reasoning, and numerical skills to the equivalent ability level. 	<ul style="list-style-type: none"> • Degree level qualification in a relevant field or equivalent through experience.
Knowledge, Skills and Experience		
Project Management	<ul style="list-style-type: none"> • Working with externally funded projects. • Setting up and reporting to a Board. • Writing reports and presenting at meetings in a wide variety of contexts. • Negotiating and setting up data-sharing protocols across multiple agencies 	<ul style="list-style-type: none"> • Strong financial management skills coupled with the ability to collate and interrogate complex data and statistics and analyse and make recommendations accordingly. • Ability to identify

	Essential	Desirable
	<p>and statutory organisations.</p> <ul style="list-style-type: none"> • Risk analysis and risk management of projects. • Setting up grant administration framework and processes • Excellent networking and negotiation skills. • Good understanding of project management systems and processes. • Good understanding of funding models and requirements • Ability to present complex information in a concise and simple manner. 	<p>business opportunities and submit and deliver on funding proposals.</p> <ul style="list-style-type: none"> • Knowledge and understanding of national, regional and neighbourhood issues affecting people aged 50+ and younger adults with long term disabilities. • Good knowledge of the new Community Social Work Model and Adult Social Care's Prevention First approach. • Knowledge and understanding of governance, grant funding, safeguarding and other issues relevant to charitable organisations and community groups
Community Development	<ul style="list-style-type: none"> • Community mapping, outreach engagement or community work. • Working in a multi-cultural setting. • Running a community/social action project. • Working with hard-to-reach communities. 	<ul style="list-style-type: none"> • Community development methodologies including Asset Based Community Development (ABCD) • Knowledge of preventative models • Co-production methodology and their practical application. • A creative and innovative approach with flair for new ideas. • Knowledge of the Hall Green district.
Communication/influencing/building relationships	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills and the ability to establish external relationships, negotiate at a strategic level across the public, private and voluntary sector. 	<ul style="list-style-type: none"> • Good working knowledge of social media platforms (Twitter, Facebook and Instagram) and ability to lead on the promotion in this area

	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to build rapport and empathy with people from a range of backgrounds. • Understanding of, and empathy with, local communities 	
Quality/timeliness/results delivery	<ul style="list-style-type: none"> • Self-motivated, and possessing the drive to ensure objectives are achieved. • Well organised and having the ability to deliver within agreed timescales. 	
Problem solving/analysis/Decision Making	<ul style="list-style-type: none"> • Ability to be pro-active and solution focused on the gathering of relevant information from a variety of sources to enable good decision to be taken. • Able to identify several options to solve the cause of a problem and analyse the pros and cons of each option to arrive at a sound decision. 	
Leadership and Team Working/Collaboration	<ul style="list-style-type: none"> • Leadership and line managing staff. • Teamwork, communication, prioritisation, professional boundaries, and respect. 	
Inclusion and Diversity	<ul style="list-style-type: none"> • Awareness of inclusion & diversity issues & the implications for different people. • Empathy and curiosity 	<ul style="list-style-type: none"> • Multi-lingual
ICT/Software	<ul style="list-style-type: none"> • Good working knowledge & experience of using of Microsoft office software including Excel. The ability to undertake E-Learning / training requirements 	<ul style="list-style-type: none"> • Desk-top publishing • Mailchimp • Social media management
Other		

	Essential	Desirable
<ul style="list-style-type: none">Occasional requirement to travel across Birmingham as required, event and training management support & to work flexibly.		