

## PROJECT MANAGER

**Job Title:** Project Manager

**Place of work:** Liverpool City Centre and Wirral

**Hours of Work:** 37.5 per week to be worked flexibly to meet the requirements of the organisation

**Salary:** £30,000 - 35,000 (depending on experience)

**Contract type:** Fixed-term or permanent depending on the needs of the individual.

**Benefits:** 27 days annual leave (ex. Bank Holidays), flexible working opportunities, salary sacrifice workplace pension, Childcare Voucher scheme, quarterly staff socials and away days, subsidised city centre parking, holiday buy back scheme, annual reading material allowance.

Capacity will match annual leave allowances up to 33 days where a candidate has been with their current employer for more than five years.

**Reports to:** Director of Service & System Design

**Effective from:** Immediate

### About the Job

Capacity: The Public Services Lab has been commissioned by Wirral MBC to undertake their Early Help Services. It is an ambition of Wirral Council to make the borough a *great place to grow up*. Children and families need to feel a sense of belonging in the communities where they live, and be able to access help from those around them in the least intrusive and most accessible way. This is an opportunity to engage all stakeholders in the process of developing a long-term approach to Early Help which is sustainable, responsive to need, proactive in delivery, and is owned by communities.

Capacity: The Public Services Lab wishes to appoint an experienced Project Manager with a successful track record of fostering relationships with VCSE organisations, increasing social capital, building community capacity and designing new services. The successful candidate will operate across Wirral.

### Capacity: The Public Services Lab

Capacity: The Public Services Lab is an exciting collaboration between Catch22, Interserve, Big Society Capital and Amberside Advisors. The idea behind Capacity is to create a space through which public services can be re-imagined. The new economics make it clear that business as usual is no longer possible and that public bodies will need to think very differently about how they ensure the delivery of high quality public services.

Over the last 30 years, people-facing public services have become increasingly bureaucratic, hard to access, and removed from the communities they are designed to serve. This has contributed to stubbornly poor outcomes, driving spiralling costs as service users continue to develop more acute needs that could have been prevented. With conditions in many of our communities worsening, and

demand for services soaring there is a need for fundamental improvement. Solving this requires more human, user-focused services that are better able to deliver end outcomes. We believe that the voluntary and community sector can help to drive this improvement with preventative and personalised interventions along with vibrancy, innovation, relationships, social purpose, volunteers and access to communities. It is equally vital that this is done in collaboration with commissioners for services designed around achieving outcomes.

## **Main Responsibilities**

1. Represent Capacity at events, in meetings and within the community.
2. Carry out research into innovative models for Early Help and children's services.
3. Contact relevant and local community and voluntary organisations to introduce them to the project and engage them in the project.
4. Proactively and creatively explore opportunities for Capacity and present these as written proposals.
5. Project manage support services provided to VCSE organisations.
6. Support the Director of Service & System Design to develop the stakeholder network by identifying and developing partnerships with community and voluntary organisations and commissioners.
7. Research and write proposal and bid documents for funders, stakeholders and commissioners.
8. Work with the Community Engagement Manager to plan and carry out stakeholder engagement and consultation events.
9. Report identified opportunities for service and commercial change to Director of Service & Systems Design.
10. Support the Impact Manager to develop and implement a shared Data Management System across the provider organisations.

## **Organisational Accountabilities**

Capacity's vision is a culture of collaboration, where commissioners, investors, companies and not-for-profit groups work together to achieve more with less and instigate significant change – creating solutions to achieve the very best results and the most sustainable value, across all of our public services. Through this we want everybody to have a good place to live, a purpose and good people around them to offer support.

To support this vision, you will be expected whilst working within Capacity: The Public Services Lab to be:

- Motivated to achieve success and inspire others to do so in a positive manner.
- Take strategic action to resolve situations and learn from challenging experiences.
- Work collaboratively in order to ensure that Capacity's strategic direction core values and strategic objectives are achieved.
- To make sure that you read, are familiar with, and follow all Capacity policies and procedures.
- To uphold the Capacity equal opportunities policies and practices in carrying out your main responsibilities.
- To undertake any other duties which, can be reasonably expected of you within the level of your job.

## Person Specification

Criteria		Essential (E) Desirable (D)
Qualifications & Experience:	<ul style="list-style-type: none"> <li>The successful candidate will have 5+ years' experience in a role that has equipped them with a strong understanding of Children's Services and Liverpool City Region communities</li> <li>Educated to degree level – 2:1 (any relevant subject)</li> </ul>	E  D
Skills & Abilities:	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Excellent interpersonal skills, with the ability to listen and empathise, be supportive, patient and respectful</li> <li>Ability to work cooperatively and collaboratively with other people, organisations and as part of a team, and build positive relationships with partner organisations</li> <li>Forthcoming when faced with opportunities for change</li> <li>Project management skills</li> <li>Ability to work unsupervised in a range of community settings</li> <li>Demonstrate a commitment to coproduction and an asset and strengths based approach</li> <li>Ability to work on own initiative, plan and organise own workload, recognising when to seek advice</li> <li>Ability to commit to flexible working patterns</li> <li>Ability to produce complex systems using simple communication methods</li> </ul>	E  E  E  E E  E  D  D D
Personal Attributes:	<ul style="list-style-type: none"> <li>Socially minded with a strong sense of social justice</li> <li>Ability to engage, inspire and encourage</li> <li>High level of enthusiasm and commitment</li> <li>Create an image of cooperation and goodwill in every aspect of your work</li> <li>High standards of honesty, integrity and openness including recognising sensitivities and acting with discretion</li> <li>Ability to celebrate and work with diversity and have a non-discriminatory attitude</li> <li>Recognise that you are accountable and responsible at all times in your role</li> <li>Understanding of and commitment to the requirements of safeguarding vulnerable people</li> </ul>	E E E  E  E  E  E  D
Additional work requirements:	<ul style="list-style-type: none"> <li>A Full UK Driving License</li> </ul>	D