



## Job Description

### Project Manager: Social Prescribing Connect to... @ The HUB

<b>Accountable to:</b>	Derbyshire Voluntary Action Board of Trustees / Chesterfield Football Club Community Trust
<b>Reports to:</b>	Chief Executive Derbyshire Voluntary Action
<b>Location:</b>	The Technique Stadium, Chesterfield
<b>Hours:</b>	22.5 hours per week (0.6 FTE) <i>Some flexibility may be required in hours worked</i>
<b>Salary:</b>	£29,909 FTE pro-rata + 5% pension contribution
<b>Type of contract:</b>	12 months fixed term, with possible extension subject to funding

## Background

Social Prescribing empowers people to take control of their health and wellbeing through a referral to a non-medical 'Link Worker.' Link Workers are able to spend time with an individual, focusing on 'what matters to me' and taking a holistic approach. They connect people to community-based and community-led social, practical and emotional support, as well as statutory services.

Social Prescribing aims to increase people's active involvement in their local communities. It can strengthen resilience at both a personal and community level, and it reduces health inequalities by supporting people to address the wider determinants of health, such as debt, poor housing and physical inactivity. It works particularly well for adults, children and young people who are lonely or isolated, and those with complex social needs which affect their wellbeing.

A key element of the support offered by the Link Worker is to build clients' motivation and confidence for change. They do this by utilising person-centred and asset-based approaches such as motivational interviewing, coaching and resilience building. They work to increase social connectedness, increase physical activity, improve financial stability, improve personal safety and support the development of social networks and community assets. Link Workers enable clients to achieve their goals through one-to-one support.

Nationally, and locally here in Derbyshire, social prescribing for adults is developing fast and delivering fantastic results. Traditionally it has been used to help adults and older adults find non-medical ways of combating loneliness and stress, but social prescribing has huge potential for young people too.

Derbyshire Voluntary Action and Chesterfield Football Club Community Trust have been working in partnership since April 2021 to develop social prescribing for children and young people in Chesterfield. Thanks to new support from Derbyshire Community Healthcare Services and North Hardwick and Bolsover Primary Care Network, the partners are now looking to extend the initial pilot project through to March 2023, and expand their team to include a dedicated Social Prescribing Project Manager, an Occupational Therapist and four Link Workers to provide even more community-based support for 12-18 year-olds.

## **JOB PURPOSE:**

The post holder is project lead for the one-year children and young people's social prescribing project. They are responsible for the project management and oversight of the delivery of all aspects of the service. In addition they are responsible for line management and supervision of the project's delivery staff.

The post holder is an active contributor to strategic planning for the continuation of the service beyond the pilot phase.

## **RESPONSIBILITIES AND DUTIES:**

### **1. Programme Implementation:**

- Develop, implement and monitor a work plan for all aspects of the Children and Young People's Social Prescribing pilot project.
- Develop, implement and monitor an engagement plan for all aspects of the project.
- Manage the budget for the project and monitor expenditure, to ensure best use of resources.
- Work collaboratively with external funding partners (DCHS and North Hardwick and Bolsover PCN) and internal colleagues to develop and implement processes and procedure around quality, data collection and evaluation of the project.

### **2. Staff Management:**

- Support Link Workers to produce their individual work plans in line with the stated aims and required outputs and outcomes of the Service Proposal.
- Provide support and regular supervision meetings for staff.
- Convene and chair regular team meetings.
- Maintain appropriate work records for all members of staff.
- Work with managers within DVA and CFCCT to ensure that HR policies and procedures are implemented and adhered to.

### **3. Reporting Impact:**

- Provide regular written/verbal activity and financial reports for the Board of Trustees at DVA and CFCCT.
- Maintain strong relationships with funding partners and ensure that activity and reporting requirements to funders are met in a timely way.
- Work with partners to produce project evaluation reports.
- Enable DVA to influence developments within the health and care system by providing high quality intelligence and reports/presentations to the Chief Executive when required.

#### **4. Partnership Management and Network Building:**

- Contribute to the ongoing partnership development between DVA and CFCCT and ensure that day-to-day operations between the two organisations run smoothly.
- Develop an understanding of local health and wellbeing strategic partnerships and the delivery services that underpin them.
- Build targeted and effective networks and relationships with colleagues across Derbyshire Voluntary Action's local strategic partners and stakeholders.
- Represent the Children and Young People's Social Prescribing service and promote its ethos and impact within key networks and partnerships in Derbyshire to maximise potential for joined-up working and future project development.

#### **5. Business Development and Funding:**

- Work both independently and collaboratively with Derbyshire Voluntary Action colleagues and commissioning partners from across the Integrated Care System, to identify opportunities to bring additional financial resources into the project and to develop high quality proposals and bids related to this.
- Showcase the outcomes and impact of the Children and Young People's Social Prescribing service to a wide audience.

#### **Standard:**

- To contribute to team meetings, helping shape the direction of the project and future work.
- To ensure that organisational policies and statutory regulations are adhered to at all times.
- To work to the values of the organisation and display high standards of integrity and professionalism towards colleagues and project beneficiaries.
- To continuously update own knowledge and skills within the job role and contribute to setting own work objectives.
- To act at all times in a manner consistent with legislation, policy procedures in respect of Equality and Diversity.
- To adopt a professional and friendly approach in understanding and responding to staff and beneficiary needs.
- To ensure that safeguarding, data protection, confidentiality, and equality and diversity policies are adhered to at all times and to report any concerns relating to such matters to the Chief Executive.
- To attend regular staff, supervision and special purpose meetings.
- To contribute to and support the general development and work of Derbyshire Voluntary Action.
- To do nothing to harm the development or reputation of Derbyshire Voluntary Action.
- To undertake any other duties relevant to the post.