



Project Manager

Salary:	£28,000 - £32,000
Hours:	Full-time (37.5/week)
Contract:	Permanent
Location:	London
Reporting to:	Managing Director
Application deadline:	Friday 5 th July at 5pm
Interview dates:	Monday 15 th July

About Advantage Mentoring

Advantage Mentoring is a Community Interest Company that creates a unique partnership between two community assets and anchor institutions – local NHS and the charitable arms of professional football clubs; known as Club Community Organisations (CCOs).

Advantage widens access to services closer to home, reduces unnecessary delays, and delivers specialist healthcare which is based on a clearer understanding of people's needs and provided in ways that work better for them, as an effective, evidence-based service.

Our flagship mental health programme increases access to NHS Child and Adolescent Mental Health Services (CAMHS) and helps tackle waiting times and reduce Health Inequalities by providing weekly 1-2-1 mentoring support for young people aged 11-21 with mild-moderate mental health and emotional wellbeing support needs. The programme provides key interventions and assistance for young people to proactively manage their mental wellbeing, re-establish aspirations and a sense of connection.

Advantage is supporting key NHS priorities around CYP mental health:

- Anchor Institution network development - partnering NHS with CCOs
- Reducing Health Inequalities via Core20+5 and existing CCO outreach in underserved communities
- Increasing Equal Access with Better Experiences and Outcomes for people
- Capacity building and workforce development

About the role and its purpose

We are in a very exciting moment in the development of the Advantage Mentoring by designing a second programme which this post-holder will be responsible for the successful implementation and project and performance management of.

Taking the underpinning principles and approaches of our flagship young person programme in partnership between CCO and CAMHS, we have designed a second programme helping adults signed-off work due to their mental health to improve their overall health and get back to sustainable employment. We will start delivery in September with referrals coming via GP surgeries in Barking, Hackney and Waltham Forest with the programme delivered in partnership with Arsenal in the Community, Leyton Orient Trust and West Ham United Foundation.

The post-holder will be responsible for successfully launching the programme and providing on-going project and performance management, and is accountable for all operational objectives and KPI's.

Key Performance Indicators

- Project and performance manage the CCOs delivering the programme to achieve all programme objectives
- Oversee monthly Operational Steering Groups with lead personnel from CCOs, DWP and NHS to share good-practice, refine the model and implement upskilling across all areas of the programme
- Support the Managing Director in further building relationships and a strong network with existing and new stakeholders particularly with NHS, CCO and DWP
- Gather data to ensure quality assurance and provide insight and improvement
- Produce an end-of-year evaluation report detailing the programme's impact and benefits, improvements and how the programme should scale

Key Responsibilities

- Collation of data to help support all monitoring and evaluation functions
- Ensure Safeguarding Minimum Operating Standards at all clubs are quality assured
- Ensure the development and delivery of training alongside our clinical psychologist
- Provide on-going responsive support of delivery staff throughout
- Provide a high-quality and professional service to all partners and alliances
- Produce reports to demonstrate movement and results against strategy and KPIs
- Produce a 'value-for-money' exercise that enhances programme appeal
- Feed in and support Advantage Advisory Board meetings
- Foster a culture of excellence in safeguarding and health & safety

Person Specification The ideal candidate will have the following:

- Prince2 or other equivalent project management qualification
- Proven achievement of KPIs
- Proven ability of successfully performance managing programmes
- Experience in employability programmes
- Experience of working for, or in partnership with, The NHS, DWP or CCO
- 12 months' experience of working at a management level
- Experience in a not-for-profit organisation
- Proficient presenter and influencer to all levels
- Experience of building relationships and stakeholder management
- Commitment to diversity, equal opportunities and inclusivity

Abilities, Skills, Knowledge

- Ability to monitor and evaluate programme impact
- Strong commitment to a high quality of service delivery
- Understanding of the issues and barriers impacting people in work or looking for work
- Strong organisational skills with the ability to prioritise and work within deadlines
- Flexible working in accordance with the requirements of the service which may include working evenings and weekends (where applicable, and with time off in lieu)
- ICT Literate
- Must be able to demonstrate excellent oral and written communication and presentation skills

Advantage Mentoring CIC positively encourages applications from suitable qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.