



**Anna Freud**

## Job Profile

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|-------------------------|--|
| <b>Job title</b>        | Alliance Manager   |
| <b>Reporting to</b>     | Programme Co-Director - AMBIT  |
| <b>Employer</b>         | Anna Freud   |
| <b>Salary</b>           | £53,970 FTE per annum, plus 6% contributory pension scheme   |
| <b>Location</b>         | Hybrid (a mixture of home/onsite working): onsite for at least 20% of working hours at our London site(4-8 Rodney Street, N1 9JH; and other Alliance sites as and when required (e.g., Safer London, 154-156 Blackfriars Road, SE1 8EN; St Giles Trust, 64-68 Camberwell Church Street, SE5 8JB; or New Horizon Youth Centre, 68 Chalton Street, NW1 1JR). |
| <b>Working hours</b>    | Full-time (35 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Job share and flexible working may be considered. Some evening and weekend work may be required, for which TOIL will be given.   |
| <b>Holidays</b>         | 27 days plus Bank Holidays FTE   |
| <b>Term of contract</b> | Permanent  |

### About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

## **Purpose and overview of the role**

Anna Freud have formed the first pan-London Alliance with Safer London, St Giles Trust, New Horizon Youth Centre, and The Mayor's Office for Policing and Crime (MOPAC) to deliver the Children and Young People's Violence and Exploitation Support Service (CYP-V&ESS).

The Alliance Manager is pivotal in realising the Alliance vision of a future where all young Londoners, their families and communities - regardless of background - can thrive, live safely, and fulfil their potential, free from violence and exploitation. Through compassionate leadership, the Alliance Manager will establish and nurture a collegiate environment and integrated, single Alliance culture across the provider charities.

While Anna Freud will be hosting the role, the Alliance Manager will be accountable to the Alliance Leadership Team, made up of representatives from each provider charity, MOPAC, and a Chairperson. Acting in accordance with the Alliance values, principles and behaviours at all times, they will facilitate effective collaboration across the Alliance and wider stakeholder groups at all levels, including with young Londoners, local authorities, and other related services across London.

## **Main responsibilities of the role**

- Coordinate and support collaboration across the Alliance Management Team (AMT), nurturing and maintaining relationships between AMT members, and acting as the lead representative for the alliance (see governance structure below);
- Act as the link between the AMT and the Alliance Leadership Team (ALT);
- Develop strong relationships and engagement within Alliance member organisations, including the Commissioner (MOPAC), and external partners and stakeholders (e.g., local authorities, Greater London Authority);
- Produce reports for Alliance members and key stakeholders on the progress of joint delivery plans in a timely manner;
- Oversee the implementation of and adherence to operational policies and procedures;
- Ensure that mechanisms are in place to feedback to young people, parents and guardians on how their voice has influenced the decision-making process;
- Grip and steer the delivery of the implementation plan across Alliance and Service areas, proactively managing conflicts and disputes;
- Coordinate performance management requirements from the AMT for regular reporting to the ALT, including maintaining an overview of progress against key performance indicators;
- Assess and prioritise information from the AMT to highlight key updates, including risks and challenges, to the ALT, making clear recommendations for mitigations and next steps;

- Keep track of budget spend and reports, coordinating invoicing across the Alliance, ensuring the Service is delivered to budget with minimal variance;
- Monitor and share insights with the AMT and ALT on the coherence with sector trends, related programmes and projects;
- Liaise with internal evaluators for the quality assurance and continuous improvement of Alliance operations and with the external evaluators to understand the impact of the CYP-V&ESS.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete all Anna Freud's mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

### **To be noted**

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

## Person specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

| Criteria   | Assessment Method<br>(Application/Interview/Task) |
|--|---|
| <b>Qualification/training, experience and/or knowledge</b>   |   |
| Qualification or accreditation in the use of recognised structured project management methodology (e.g. PRINCE2, Agile or similar), <u>or</u> demonstrable project management experience | Application                                       |
| Expertise in local authority governance, citizen engagement, public-private partnerships, and successful service procurement   | Application/Interview                             |
| Experience in the successful management of complex multi-stakeholder programmes  |   |
| Experience of supporting participation (consultation, codesign, coproduction) with people with lived experience  | Application/Interview/Task                        |
| Experience of mobilising and monitoring large, complex projects, contracts and/or grants   |   |
| <b>Skills and/or abilities</b>   |   |
| Strong communication skills, both written and verbal, including ability to communicate tactfully and diplomatically  | Application/Interview                             |
| Strong organisation, time and budget management skills, employing a methodical approach to manage competing priorities with minimal supervision  | Application/Task                                  |
| Ability to collaborate successfully with a range of colleagues, managing multi-disciplinary teams and promoting inclusivity, innovation, courage and trust                               | Application/Interview                             |

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

### Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our

efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

### **Further support**

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on [recruitment@annafreud.org](mailto:recruitment@annafreud.org). We aim to provide reasonable adjustments where operationally possible for the work that we do.

### **Post-interview**

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.