

## ICS Voluntary Community and Social Enterprise (VCSE) Collaborative

### Job Description

Post Title:	ICS VCSE Collaborative Programme Manager
Responsible to:	ICS VCSE Collaborative Reference Group
Line Management:	CEO Warwickshire Community and Voluntary Action (CAVA)
Location:	Hybrid – Home/Office (Leamington Spa)
Hours:	30 hours per week
Position:	Permanent
Responsible for:	Other ICS Collaborative Posts if Appointed
Key Partners:	VCSE providers across Coventry and Warwickshire Voluntary Action Coventry ICS Colleagues and Partners across the system NHS England and NAVCA

### Job Purpose:

- To coordinate the delivery of its VCSE Collaborative's work plan under the direction of the VCSE Reference Group.
- To play a pivotal role in driving forward initiatives aimed at embedding the VCSE into the work of the ICS in partnership with ICS Colleagues, building on equitable community involvement in line with the ICS Community Strategy to reduce health inequality across the system.

### Main Duties and Responsibilities:

- Strategic Planning: In partnership with the VCSE Reference Group, develop and implement strategic plans that are equitable and aligned with the objectives of the ICS & VCSE Collaborative, ensuring all activities compliment system and VCSE priorities in both Coventry and Warwickshire.
- Project Management: Oversee the delivery of ICS VCSE Collaborative (Reference Group) projects within the work plan including the Portal and ICS VCSE Assembly ensuring milestones are met, resources are allocated effectively, and risks appropriately managed.
- Arrangements: coordinate the arrangements of the VCSE Reference Group, working with the co-chairs to ensure these are regularly reviewed, implemented, and updated

- Stakeholder Engagement: Build, grow and maintain equitable relationships with the VCSE and wider key stakeholders including government agencies, health and social care providers, and funders to foster collaboration and support for the collaborative's initiatives.
- Team Leadership: Provide leadership and guidance to the Collaborative, fostering a culture of collaboration, innovation, and accountability.
- Ambassador: understand and be an advocate for the VCSE sector, health-based volunteering and collaborative working
- Budget Management: Manage budgets for the collaborative's projects ensuring resources are utilised efficiently and transparently.
- Monitoring and Evaluation: Develop robust monitoring and evaluation frameworks to assess the impact of the VCSE's impact within the ICS and any other project/collaborative's initiatives, using quantitative and qualitative insights to inform decision-making and drive continuous improvement.
- Risk Management: Support the Group to execute effective risk management strategies and mitigate identified risks to address any emerging issues.
- Communication and Reporting: Prepare regular reports for internal and external stakeholders, highlighting progress against objectives, key achievements, challenges, and recommendations for future action.
- Compliance: Ensure the work of the ICS VCSE Collaborative and Reference Groups is compliant with relevant regulations, policies, and procedures, including data protection, health and safety, and funding requirements.
- Sustainability: generating additional income through funding applications which enhance the work of the VCSE and integration to reduce health inequality

**Other (CAVA):**

- Adhere to the policies and procedures of CAVA.
- Undertake performance management reviews.
- Undertake training and development as required.
- Contribute towards wider events and activities as appropriate.

## PERSON SPECIFICATION – Programme Manager

The successful candidate will need to demonstrate:

CRITERIA	E or D = Essential or Desirable	Assessed: A = Application form I = Interview T = Test at Interview		
		A	I	T
<b>WORK EXPERIENCE</b>				
At least 2 years proven experience in programme or project management.	E	√	√	
Experience of working in a VCSE or health/social care setting at a project/programme manager level	D	√	√	
Performance and Line Management experience	E	√	√	
Proven experience of successful income generation with particular emphasis on writing funding/tender applications	E	√	√	√
Evidence of timeliness and accuracy of internal and external reports, including progress updates, quarterly reviews, and annual assessments.	E	√	√	√
Analytical mindset with the ability to translate data into actionable insights.	E	√	√	√
Experience of providing voice and influence, including negotiation skills	E	√	√	√
<b>QUALIFICATIONS/KNOWLEDGE</b>				
Ability to work with IT systems and processes such as Microsoft 365	E	√	√	
Comprehensive knowledge of the voluntary, community and social enterprise sector and Integrated Care System	D	√	√	
<b>SKILLS AND ABILITIES</b>				
Excellent leadership and interpersonal skills	E	√	√	
Ability to build and maintain effective relationships with a diverse range o partners and stakeholder at a strategic level within a fast-moving landscape	E	√	√	√
Excellent communication skills, both written and verbal, with experience in report writing and strategic level presentation and confident communicating at all levels of the system	E	√	√	
Commitment to the mission and values of the VCFSE sector, with a passion for driving positive change in health and social care.	E	√	√	
Friendly, approachable and objective both within partnership working and as a team-member.	E	√	√	
Self-motivated with ability to work to deadlines as an individual and alongside partners and stakeholders.	E	√	√	

