

Candidate Information Pack: Project Development Manager



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Application for employment with Keighley Healthy Living - Project Development Manager - Fill in form



Keighley Healthy Living
13 Scott Street, Keighley, BD21 2JH

About KHL

KHL is a charity that provides inclusive opportunities to improve the physical and mental health and wellbeing of people living in our local community. We are proud to be rooted in the heart of Keighley, West Yorkshire and our centre offers a friendly, welcoming and accessible space for personal growth and building connections.

We deliver a wide range of projects across Keighley and the wider Bradford district, shaped by local health and social priorities. Our weekly timetable provides over 40 groups and classes, alongside personalised health and wellbeing coaching, one-to-one support, and signposting to local services.

We use local health data to create and deliver initiatives to meet the needs of the local community and to work towards achieving sustained change. We listen and understand the challenges our communities face, and build on their strengths to create meaningful impact.

Alongside our day-to-day delivery of activities, we work in partnership with a variety of other organisations, including local authorities, GP practices, NHS services and charities.

We aim to...



Improve physical and mental health and wellbeing



Reduce social isolation and loneliness



Facilitate a strong integrated community



Address health inequalities by working collaboratively



Support and advocate for an integrated health system

Our vision

Building healthier and stronger communities together.

Our values

KHL are understanding

We care about those around us and can empathise.

KHL are flexible

We adapt to those around us to make an impact on people's lives.

KHL think creatively

We innovate and progress with originality.

KHL work with others

We collaborate to create networks and broaden opportunities for all.

KHL put people first

People and the community make up the heart of KHL. We are open and accessible to all.



Job Title: Project Development Manager (RTP)

Hours of work:	35 hours per week Monday to Friday between 08:30 and 18:00 (excluding a lunch break) but with some flexibility
Salary:	£35,000 to £38,000 (35 hours FTE) pro rata
Responsible to:	Melanie Hey, CEO
Responsible for:	Rethinking Pain Health Coaches, Project Officer & Training Facilitator
Holiday entitlement:	36 days per annum pro-rata including 8 bank holidays
Location:	13 Scott Street, Keighley, BD21 2JH
Term:	Fixed Term Contract to 31 st March 2029 (Likely to be extended subject to funding)

Job Purpose

To manage a portfolio of programmes including Rethinking Pain, Blood Pressure Connect and other health related projects.

This role will strategically lead the Rethinking Pain programme into its next phase, ensuring continued impact, quality, and sustainability. In addition, the postholder will contribute strategically and operationally to the success of Blood Pressure Connect and other emerging physical health initiatives, providing leadership and support across the wider organisation.

About Rethinking Pain

Rethinking Pain is a community-based service supporting adults living with long-term pain. Delivered across the Bradford and Craven area, the programme enables people to better manage pain through increased understanding of movement and exercise, sleep, diet, and wider lifestyle factors. Following three years of demonstrated success, Rethinking Pain is now entering an exciting new phase of optimisation and development.

About Blood Pressure Connect

Blood Pressure Connect is a community-based hypertension prevention and management service, developed in response to high levels of hypertension and premature cardiovascular disease in Keighley, the project reduces health inequalities by bridging the gap between clinical and community care, providing accessible, culturally relevant blood pressure support.

KHL is committed to delivering health and wellbeing initiatives that align with local priorities. Where opportunities arise within the remit of support through health coaching, education and group support - these aligned projects may be added to your portfolio for development and management.

Key Objectives of the Post

- To lead and oversee the delivery, development, and day-to-day management of the Rethinking Pain programme across Bradford and Craven, ensuring high-quality, effective, and sustainable delivery.
- To develop and maintain strong professional relationships with key partners and organisations, creating effective referral pathways and promoting the benefits of collaborative working, including embedding programmes sustainably where appropriate.
- To play an active role in horizon scanning and funding development, identifying and securing additional funding opportunities to support, expand, and stabilise the Rethinking Pain programme, Blood Pressure Connect programme and other related activities.
- To represent KHL and the Rethinking Pain programme, Blood Pressure Connect and future health initiatives at relevant meetings, networks, and health boards, raising the profile of the work and contributing to wider strategic discussions.
- To proactively ensure accessibility, equity, diversity, and inclusion are central to KHL's ways of working and are embedded throughout the Rethinking Pain programme and associated physical health projects.
- To work closely with the CEO to ensure all programmes and projects, including Rethinking Pain, Blood Pressure Connect, and emerging physical health initiatives, are aligned with KHL's vision, aims, and strategic objectives.

Project Management

- To enhance systems and processes for the Rethinking Pain programme and support other related projects such as Blood Pressure Connect.
- To support budget management alongside the CEO and Finance Officer.
- To maintain effective relationships with key Commissioners, funders and key partners
- To develop high level/quality presentations and present these at local and relevant events as and when required.
- To ensure all projects are delivered in line with local and national guidance and local need, supported by the RP clinical team.
- To have oversight of all partner projects, associated with the managed projects, implement service levels agreements and ensure SLA requirements are being met.

- To manage the partnerships with GPs, primary care and the RP clinical teams, managing the relationship with the PCNs, including clinical directors when appropriate.
- To ensure all communications, design and resources are in line with KHL branding guidelines.
- To monitor spend, manage risks, and escalate concerns as needed.

Monitoring, Evaluation and Funding

- To oversee the monitoring process for programmes managed.
- To implement evaluation processes to measure impact and effectiveness of the programmes and support evaluation across all projects.
- To bring co-design practices into our evaluation methods, to be inventive and current in identifying accessible ways of demonstrating impact for the individual and groups we work with.
- To identify, input and support funding applications, identified by KHL CEO, as appropriate.

Partnerships

- To work with key KHL partners such as HALE and Healthy Happy You.
- To work with commissioners, funders, key organisations and academic partners, such as Leeds Beckett University, to manage workstreams, ensure project requirements are met and build strong relationships for future funding/development.
- To build and maintain partnerships both locally and district wide, supporting system change between the VCS and statutory health.
- To convene and Chair the Rethinking Pain steering group and attend appropriate partnership meetings to represent the Rethinking Pain programme.
- To be proactive in developing relationships and partnerships that meet KHL's strategic objectives.
- To be inclusive and embrace the diversity of our community.
- To work in partnership and collaboratively with other teams in KHL and where relevant align projects and workstreams.

Line Management

- Manage and support the team of Health Coaches, Operations Co-ordinator, Training Facilitator and work closely with senior stakeholders to ensure our projects land on time, on budget, and in line with key performance objectives.
- To line manage other agreed KHL staff and freelance workers as appropriate
- To attend KHL staff meetings, 1:1's, project planning meetings and support the wider KHL team management meetings.
- Set objectives, conduct appraisals and drive performance across the team
- Ensure staff policies and procedures are adhered to
- Collaborate with HR to set requirements and lead the onboarding process for new hires/seasonal staff
- Have oversight of communications and marketing materials, including filming and case studies
- Meet staff and leadership team regularly to ensure all systems are co-ordinated and joined up to work efficiently
- Facilitate access to training for the team and identify skills gaps
- Track and report progress against strategy milestones, key deliverables and organisational KPIs to senior leadership and the Board
- Develop and maintain clear strategy delivery plans covering scope, timelines, resources, budgets and critical paths
- To support work across programmes to ensure alignment, prioritisation and effective communication
- Provide recommendations where priorities compete for time or resources
- Partnering with the CEO and Senior Leadership team to identify growth opportunities, champion innovation, and ensure that our development initiatives deliver measurable impact across the business.
- Utilise your expertise and adaptability to support other initiatives across the organisation as needed.

Key Skills

- Supporting with change initiatives to align with organisational goals fostering a positive culture.
- Strong strategic understanding, providing cross-functional operational oversight
- Excellent organisational skills to performance monitor against our group objectives
- Strong interpersonal and communication skills with the ability to execute work expediently
- Experienced in utilising tools/frameworks to track progress ensuring appropriate governance and therefore outcomes
- Provide data led insights to guide decision making and strategy

Additional

- To promote the positive and professional ethos of KHL both internally and externally.
- To generate and share ideas to develop and improve projects and administrative systems.
- To occasionally work unsocial hours, evening and weekends.
- To carry out any additional duties as required or appropriate to the post and grade.
- To undertake relevant training to maintain and update your skills and knowledge within your job role and to keep a record of training undertaken as agreed with your line manager.

This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the organisation. KHL expect all staff to have a can-do attitude/employ a hands-on approach in terms of the centre and its projects, which from time to time may mean stepping in to help wherever help is needed. You will be asked about your ability to do this at interview.



Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or above (or equivalent) • Evidence of ongoing professional development 	<ul style="list-style-type: none"> • Project or Programme Management qualification • Relevant professional qualification • Coaching Qualification 	Application Form
Specialist Knowledge/ Experience	<ul style="list-style-type: none"> • Leadership and developmental management in an organisation. • Three years' experience in or with a voluntary sector organisation or health care setting. • Experience of project management and delivery of contracts • Experience of delivering health and wellbeing projects or similar • Experience of impact and outcome measurements • Experience of working in partnerships • Experience of ensuring safety and quality management. • Confident managing, storing and utilising data (e.g. participant data, event feedback data, etc.) • Experience of staff management and following HR guidance • Ability to demonstrate an understanding of and implementation of Equal Opportunities policies. 	<ul style="list-style-type: none"> • Experience of coaching to support lifestyle change. • Systems development and change management • Can evidence delivery of projects to time, cost and quality • Experience of managing a pain related project 	Application Form Interview/ Presentation
Practical & Intellectual Skills	<ul style="list-style-type: none"> • Experience building and managing relationships with external partners, and with people at different levels of an organisation • Team player able to promote collaborative, inclusive working. 	<ul style="list-style-type: none"> • Able to scrutinise financial information with understanding. 	Application/ Form Interview

Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Practical & Intellectual Skills	<ul style="list-style-type: none"> • Ability to work within an experienced team demonstrating agility and autonomy • Excellent communication and presentation skills. • Able to analyse, interpret, report on and use complex data. • Able to take the initiative, be creative, proactive and flexible in a range of situations. • Personal resilience and an ability to recognise own support needs • Extensive people management skills, including in challenging situations. • Comfortable presenting to external boards/partners 	<ul style="list-style-type: none"> • Successful bid writing and/or fundraising skills. 	Application Form/Interview
Disposition, Attitude, Judgement	<ul style="list-style-type: none"> • An inclusive approach which welcomes and relates to people from many different backgrounds. • Positive attitude towards those with health and wellbeing needs and those in crisis and the ability to respect and value people. • Ability to work effectively and make good use of time and resources. • Resilient and able to cope with pressure to meet deadlines. • A forward thinker and good at horizon scanning. 		Application Form/ Interview
Other	<ul style="list-style-type: none"> • Willingness to undertake a basic Disclosure and Barring Service (DBS) check • Ability to travel around the area in accordance with work requirements • Flexible approach to working hours (including occasional evenings and weekends) • Must be eligible to work in the UK 		Application Form/ Interview

Additional information

Rehabilitation of Offenders Act 1994 (Exceptions)

Order 1995:

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by (HALE). Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

Health & Safety:

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to yourself and others. The post holder will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Board of Trustees on issues affecting health and safety.

Equal Opportunities:

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

Confidentiality:

Ensure that information relating to participants remains confidential in line with KHL’s Confidentiality Policy.

Environmental Responsibility:

All post holders are required to carry out their duties in line with the Environmental Policy of KHL

Safeguarding:

To report any safeguarding issues to a KHL Manager as soon as is possible and in line with the KHL Safeguarding Adults Policy and the KHL Child Protection and Safeguarding Children’s Policy. To complete or provide a DBS check (Disclosure and Barring Service), formally called CRB in-line with the DBS regulation.

How to apply...

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application form:**



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Development Manager – Fill in form**

**For more information,
contact us:**



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