



## **Recruitment Information**

### **Project Manager (Population Health)**

**November 2023**

10GM is passionate about ensuring that everyone has a fair chance and that they are treated equally. 10GM is fully committed to equity, diversity, and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us, and we welcome applications from people from varied backgrounds, abilities and perspectives.

We are interested to hear from candidates who may be looking to begin working in voluntary, community and social enterprise sector. We provide a rich work environment and support staff to expand their knowledge, learn new skills and grow in their roles.

10GM is proud to be a Living Wage Employer

Thank you for your interest in this position with 10GM. This document includes the key information about the organisation, the role and details on how to apply.

### 1. About 10GM

10GM exists to support the voluntary, community and social enterprise (VCSE) sector in Greater Manchester.

The founding members are [Action Together](#), [Bolton CVS](#), [Macc](#) and [Salford CVS](#). We are [local infrastructure](#) organisations working together to improve the economic, social and environmental wellbeing of Greater Manchester's people and communities.

10GM works cooperatively and is established as a company limited by guarantee owned by the members.

For more information on the work that we do please visit [www.10GM.org.uk](http://www.10GM.org.uk)

### 2. About Population Health

The term Population Health refers to measures to improve the health of a whole population. It includes the physical and mental health and wellbeing of people, while also focusing on the many factors that affect our chances of having a long and healthy life. Inequalities, such as poor housing, living in poverty or insecure employment can worsen our physical and mental health over time. Belonging to vulnerable or excluded groups in society can also impact how we experience health and wellbeing. Some communities experience more barriers to support, are less likely to have illnesses detected and treated early or have a poorer experience of health services.

Greater Manchester has a strong track record of taking action to improve Population Health and tackle inequalities and is committed to doing more. The VCSE sector has a vital role to play in helping people to stay well and prevent health problems, as well as supporting those who are unwell.

### 3. Job Description

**Pay:** £32,909 - £36,298 per annum based on experience (pro rata for less than full-time)

**Contract:** Initially 1 year, with extension subject to funding

**Line management by:** Strategic Lead (Population Health)

**Hours:** Full time, 37 hours per week. (Less than full time may be possible, through negotiation)

**Location:** Home working within Greater Manchester and from 10GM premises as required for service delivery

**Secondments:** Are very welcome to this role, please contact [jobs@10gm.org.uk](mailto:jobs@10gm.org.uk) to discuss

We're expanding so are recruiting a Project Manager to support our [Population Health programme](#). This programme tries to make sure that the VCSE sector is involved in the right conversations and decisions to influence how we do things in Greater Manchester. We speak up for making shared decisions with communities and with people with lived experience of inequality, alongside grassroots voluntary and community organisations.

Working closely with our Strategic Lead (Population Health) and Chief Operating Officer, you'll be managing the day-to-day delivery of a range of Population Health focused projects such as:

- Implementation of the Fairer Health for All Framework, a new agreement on how to tackle health inequalities in neighbourhoods.
- VCSE Data and Intelligence Scoping project, a project to better understand how the VCSE sector and health colleagues collect, analyse and use data and insight about communities and health inequalities.
- Reviewing and improving VCSE participation in NHS-led Population Health work and groups like the NHS Greater Manchester Population Health Board.

The role will also involve making sure that groups like the [VCSE Leadership Group](#) and associated networks are kept up to date. In this role you'll be working with multiple stakeholders including NHS Greater Manchester, the Greater Manchester Combined Authority, and different parts of the VCSE sector.

**The main responsibilities of this role are to:**

1. Deliver Population Health projects by undertaking tasks such as consultations, engagement exercises, needs assessments, mapping, writing guidance, facilitating discussions and developing resources.
2. Maintain day to day oversight of the different stages and components of our Population Health projects to ensure they are delivered on time.
3. Prepare, update, publish and distribute project documentation.
4. Work with the 10GM Chief Operating Officer and Strategic Lead (Population Health) to write and submit business case/funding proposals.
5. Write and distribute Population Health policy briefings and project communications.
6. Organise, set up and support a range of meetings, including taking notes and following up on actions as required.
7. Identify and manage risks associated with Population Health projects and workstreams.
8. Represent 10GM at Population Health meetings, events and other appropriate forums.
9. Organise and facilitate events and workshops.
10. Write website and social media content in projects.

11. Develop and maintaining a diverse range of partnerships and stakeholder relationships.
12. Respond to enquiries from stakeholders, project partners, and external organisations.

**General asks of everyone that works as part of the 10GM team:**

- Uphold and promote the purpose, beliefs and values of 10GM.
- Demonstrate a commitment to social value.
- Undertake training as required.
- Work as a member of 10GM team, and to contribute to the development of policy and good practice across 10GM.
- Work in accordance with 10GM's Equal Opportunities statement and other relevant policies.
- Be responsible for your own health & safety and that of our colleagues, in accordance with the Health & Safety at Work Act.
- Work in accordance with the Data Protection Act and 10GM policies on Data Protection and Open Data.
- Carry out the above duties, and any other reasonable duties commensurate with the responsibilities of the post.

**As a member of the 10GM team you will also benefit from:**

- Flexible working opportunities
- Travel expense paid within Greater Manchester
- Ongoing professional development
- 7% pension contribution (1% contribution by employee)
- 25 days' annual leave (Plus 8 bank holidays)
- Work with a large diverse team committed to social justice.

#### 4. Who we're looking for

Overall, this role will suit someone with a passion for improving health and tackling health inequalities, and who enjoys working across different projects.

To help us find the right person we'll look at your CV and supporting statement and talk to you about your **experience** in the following four things:

- Developing, implementing and reviewing project plans
- Stakeholder and relationship management
- Organising and facilitating meetings, activities and events (both online and in-person)
- Producing monitoring reports and project updates, using qualitative and quantitative information

We'll also look for the following four areas of **skill and ability**:

- Organisation and time management
- Communication, including giving presentations and preparing reports and briefings
- Using initiative and prioritising
- Building trusting relationships

It will help your chances if you can also show us that you **understand** or **know about** the following four things:

- Project and risk management tools and methods
- The VCSE sector in Greater Manchester
- Population Health and the causes and impacts of inequality
- The relationship between NHS Greater Manchester, GM Combined Authority, and VCSE organisations

If you attend an interview, we'll ask you about these things too (but you don't need to include them in your supporting statement):

- Your able to work flexibly – including unsocial hours on occasion
- Your willingness to continue personal and professional development and to undertake relevant training
- Willingness and ability to undertake frequent travel throughout Greater Manchester
- Ability and willingness to work from a business premises and / or a home office, as required

## 5. Recruitment information

### **Encouragement to apply:**

Even if you're not sure you meet all of the things we're ideally looking for do get in touch for an informal conversation with Emma at [emma.ansell-meehan@10gm.org.uk](mailto:emma.ansell-meehan@10gm.org.uk).

This job is all about tackling health inequalities, often related to race. 10GM has an ambition to increase the diversity of our workforce because we believe that diversity of background and experience makes us a better more effective organisation.

We value people's personal experience in the workplace and therefore particularly welcome applications from people from racialised or minoritised communities, as staff from these backgrounds are currently underrepresented in our team.

Post	Project Manager (Population Health)
Closing date	<b>09:00am Tuesday 28 November</b>
Interviews	<b>Wednesday 6 December.</b> Interviews will only be held on this date and will be in-person.
Contact	For an informal conversation about the role please email Emma at <a href="mailto:emma.ansell-meehan@10gm.org.uk">emma.ansell-meehan@10gm.org.uk</a>
<p><b>To apply for this role, please submit:</b></p> <ul style="list-style-type: none"> <li>• <b>Your CV</b> 2 pages maximum length please</li> <li>• A <b>Supporting Statement</b> (please note this is not the same as a covering letter – in a supporting statement you should describe how you think you meet each of the 12 things we've said we're looking for in section 4 above. 2 pages maximum length please)</li> </ul> <p>Please email your CV and supporting statement with the subject '<b>confidential job application</b>' to <a href="mailto:jobs@10gm.org.uk">jobs@10gm.org.uk</a></p>	
<p><b>About you:</b></p> <p>To help us monitor how effective our recruitment is, we would appreciate you providing <a href="#">some information about yourself</a>. The information is completely anonymous and not linked to your application in any way.</p>	

We look forward to hearing from you.

10GM