



Job Title: Senior Project Manager (Accelerating Reform Fund)

Accountable to: Chief Executive Officer

Reporting to: Chief Executive Officer

Location: Green Fish Resource Centre, 46-50 Oldham Street, Manchester. M4 5LE

Salary: £39,590

Hours: 35 (fulltime)

Contract: Fixed Term – 18 months (with possibility for future extension, dependent on funding)

About Gaddum

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can not only build resilience, but identify further risks, providing preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of the people we exist to support.

About the Accelerating Reform Fund

The Accelerating Reform Fund is a new initiative which aims to transform social care services, making them more responsive to the needs of the community. It is a national programme, with 42 regions allocated to have their own projects. Greater Manchester is one of the ARF regions.

The ARF has a particular focus on unpaid carers and will see hands-on support provided to delivery partners from the Social Care Institute for Excellence. Crucially, the ARF aims to boost short-term breaks for carers and improve hospital discharge processes. This work is made possible by Department for Health and Social Care grants.

As an organisation, Gaddum has supported and collaborated with unpaid carers for many years, so we're excited to bring our experience to the table.

Gaddum's goal is to ensure the safest, most effective, and highest quality execution of the ARF's initiatives. By enhancing existing collaborations with sector experts across all ten GM Local Authority Social Care Systems, health localities (ICB), NHS providers, and other stakeholders, we aim to create a seamless and integrated approach to the transformation and delivery of care.

To read more about the ARF, including it's evaluation, you can find out here:

- [ARF Resource for Adult Social Care Systems](#)
- [Social Care Institute for Health and Excellence information about evaluation](#)



Job Summary

The Senior Project Manager will play a pivotal role as the key contact point for Gaddum's infrastructure support of the GM system. They will work closely alongside our passionate and skilled Greater Manchester colleagues in this transformative journey, taking ownership for the achievement of key project milestones, and will ultimately ensure that the system has the oversight and awareness of risks in order to plan for successful deployment.

Job Purpose

The Senior Project Manager (SPM) will provide expert oversight and support across the ARF projects, ensuring seamless collaboration and effective delivery. The SPM will, as per their job title, project manage the infrastructure element of the entire GM programme.

They will coordinate efforts across various sectors, manage stakeholder engagement, and be responsible for the integrated approach to risk management, data governance, and financial oversight. The role is accountable to Gaddum's CEO, and will report to them. It is central to ensuring the successful execution of the ARF's vision and objectives.

Ultimately, the SPM's goal is to support the system to achieve a consensus on what success looks like for the ARF in GM, and then work alongside the system to enable it to achieve it.

Main Duties and Responsibilities

- **Project Management Expertise:** Working to agreed methodologies, provide expert oversight, ensuring all ARF projects are coordinated and integrated effectively across different sectors, with a clear definition of success.
- **Stakeholder Identification and Engagement:** Lead stakeholder mapping and engagement, involving adult social care, hospitals, respite providers, carers, and other system partners, adding capacity to pre-existing stakeholder mapping.
- **Collaboration:** Facilitate regular meetings, workshops, and forums to coproduce strategies and solutions, ensuring robust involvement of lived experience in the programme.
- **Coproduction:** Utilising pre-established coproduction and engagement programmes, ensure lived experience leadership principles are made available, and integrated, into the GM ARF consortium.
- **Oversight of Delivery:** Monitor and manage project delivery, maintaining alignment with national evaluation frameworks, and leading on the coproduction approach.
- **Evaluation:** Ensure the GM system reaches the ideal level of engagement to ensure regional and national evaluation programmes can properly assess the impact of the ARF across GM. This will include working alongside the Social Care Institute for Excellence (SCIE) on a Theory of Change for the GM system, and working alongside the National Evaluation Panel.



- **Data Systems Integration:** Lead the development and integration of data systems, ensuring real-time understanding of needs and outcomes across GM. Facilitate data exchange, ensuring alignment with national standards and compliance with data governance policies. Act as main point of contact for a “Centralised Data Hub”, paying close attention to barriers and/or compliance requirements, such as interoperability and Information Governance.
- **Budget Management:** Support Manchester City Council’s finance team to develop detailed budget plans and forecasts, reporting on the project budget, ensuring funds are allocated efficiently and effectively across all project components.
- **Internal partnerships:**
 - Working closely with Gaddum’s Head of Finance and the lead authority to ensure financial tracking, budget management, and reporting are aligned with project objectives.
 - Ensure seamless partnerships between the ARF system and Gaddum’s commissioned services, working closely with the Head of Operations.

Other key tasks & responsibilities of the role

- **Line Management:** Supervise the Project Administrator, ensuring they provide effective secretariat responsibilities for the consortium.
- **Risk Management:** Keep stakeholders well-informed about risks, strategies, and progress. With the consortium, co-design and manage risk register elements, providing rapid escalation of issues to the CEO and consortium, developing solutions where necessary.
- **Troubleshooting:** Take all reasonable steps to enable system partners to identify barriers and develop solutions.
- **Continuous Improvement:** Establish and maintain ongoing feedback loops, making necessary adjustments to the project’s approach based on stakeholder input and real-world outcomes.
- **Coordination of reporting:** Work closely with SCIE and GM ARF stakeholders to ensure data integration and reporting, aligning regional data with national datasets and performance metrics.
- **Contracting and Compliance:** Ensure adherence to contracting and compliance requirements, maintaining robust monitoring and reporting systems
- **Systems Change Facilitation:** Lead on systems change initiatives, ensuring that all project components are aligned with the strategic goals and objectives of the ARF programme.

Other Duties and Responsibilities

- The post holder will be required to undertake other tasks as reasonably directed by the Programme Management and Senior Management Team, which will usually be commensurate with the skills and experience of the post-holder.



The details contained in this job description, particularly the principal accountabilities, reflect the content of the job on the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures. This role is subject to Basic [DBS Check](#).



Person Spec: Senior Project Manager (Accelerating Reform Fund)

Criteria	Essential	Desirable	Assessed
Qualifications & Training	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>Prior and relevant professional experience or educated to degree level / equivalent professional qualification.</p> <p>Qualification or practical training in project management methodologies.</p>	<p>Evidence of continuous professional development (CPD).</p>	<p>Application/ Interview/ Test</p>
Knowledge & Experience	<p>Demonstrable commitment to exceptional professional and quality standards.</p> <p>A proven track record for embedding and promoting principles and practice of equity and diversity.</p> <p>Experience of budgeting and understanding finances within broader system contexts (e.g. funding cuts, disinvestment)</p> <p>Proven skills and experience in project management, in particular of working with multi-disciplinary stakeholders as part of a wider system programme.</p> <p>Demonstrable experience of working the field of Adult Social Care, Hospital Settings or another relevant field either in a VCSE or statutory context.</p> <p>Knowledge of Greater Manchester partner organisations and services across the VCSE and statutory sectors.</p>	<p>Demonstrable experience of senior leadership across an organisation or system in a specialist discipline area (e.g. policy, data, legal)</p>	<p>Application/ Interview/ Test</p>



<p>Skills & Abilities</p>	<p>Ability to manage concurrent deliverables and work under pressure daily, managing competing priorities.</p> <p>Ability to strategically negotiate, mediate, influence and contribute to solutions effectively and diplomatically.</p> <p>A skilled and confident facilitator of strategic conversations informally as a system peer, and formally as Chair of meetings.</p> <p>Excellent oral, written and communication skills with ability to draft and present reports to a high standard whilst balancing multiple other priorities.</p> <p>IT literate, including proficiency across Microsoft Office platforms.</p> <p>Strong attention to detail and highly organised approach to work.</p>	<p>Knowledge and experience of relevant legislation, policy & regulatory guidance relating to VCSE and statutory services.</p> <p>Knowledge of practice issues for relevant professional groups.</p>	<p>Application/ Interview/ Test</p>
<p>Values and Personal</p>	<p>Committed to Equity, Diversity & Inclusion with an ability to recognise own attitudes and values.</p> <p>A belief in the strength of working together as a system, valuing partnerships and diverse perspectives to achieve shared goals and inclusive decision-making.</p>		<p>Application/ Interview</p>
<p>Other requirements</p>	<p>Ability to travel independently and work in a hybrid approach across multiple offices.</p> <p>Prepared to travel regionally or nationally in role (with prior notice).</p> <p>A flexible & positive work ethic including an approach to balancing working hours based on dynamic needs of the role.</p>	<p>Ability, with advance notice, to working evenings & weekends if required.</p>	<p>Application /Interview</p>