



Argyle Community Trust

SCORE Project Manager

Location: Plymouth and Cornwall

Job Description

Hours:	40 hours per week; some evening and weekend work
Salary:	£25,000 plus benefits
Contract:	Full-time, permanent
Reports to:	Head of Education and Employment
Area:	Plymouth and Cornwall
Start Date:	January 2022, earlier if possible

Closing date for applications: Friday 19th November

At Argyle Community Trust, we are proud of our existing employability programmes and the benefits that they bring to individuals in our local communities. We are now looking to further develop our employability programme by appointing a passionate and experienced project manager to deliver our new, exciting and innovative programme, SCORE. The programme, for which we have secured funding from the Prince's Trust for the next three years, aims to inspire young people from a variety of different and diverse backgrounds to enter the health and social care sector in Plymouth and Cornwall.

As a Trust, we have established partners to help train young people's in roles within the health and social care sector. To support these young people through their journey from engagement to employment and to deliver and manage an outstanding programme, we need an individual to work in the role of Health and Social Care Project Manager. In this position, the successful candidate will bring passion and excellence in working for a sport-for-change charity whose work across the South West positively impacts thousands of lives.

Essential skills include an understanding of recruitment and engagement with young people, mentoring skills and knowledge of the health and social care sector. We also expect the candidate to have management experience and the ability to establish, manage and maintain local and national stakeholder relationships and effectively network to ensure that ongoing support is provided for the young people on the programme.

Good, in-depth knowledge of health programmes, an understanding of community projects and the ability to work with challenging groups and individuals are also key elements of the role. A good understanding of the importance of monitoring and evaluation and confidence in ICT and data entry are also requirements of the post. This part of the role will help develop and improve the Trust's reporting to its partners and funders.

The position will be based in Plymouth with delivery in some areas of Cornwall, dependent on the demands of the programme. The prospective candidate will be a flexible staff member who is able to work occasional evenings and support residential elements of programme delivery.

As a registered charity, the Community Trust works in conjunction with Plymouth Argyle Football Club, with many people employed across several sectors where sport has proven to be the ideal tool for creating lasting education and engagement with individuals. The strong relationship with the football club provides opportunity to access additional benefits such as club partnership rewards and match tickets.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking an enhanced DBS check prior to employment.

If you feel you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>.

In your covering letter you should draw on relevant aspects of your experience, including paid employment, voluntary work and training that demonstrates how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post, please contact Actrecruitment@pafc.co.uk.

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Key Duties will include:

Recruitment and engagement:

- Establish and develop existing and new relationships with local health and social care providers, colleges, agencies, organisations and support organisations.
- Develop and implement a recruitment plan working with local key stakeholders
- Recruit at least the minimum targeted participants for the programme by planning and delivering events to promote the benefits of SCORE programme to young people through high quality presentations in community settings and organisations.
- Attend open events, networking events and visit providers to promote visibility and programme referrals
- Co-ordinate and establish relationships with parents and support the delivery of parent/guardian meetings.
- Plan and deliver a communication strategy with sign-ups, ensuring that each customer has a positive experience through the programme.
- Retain and sustain participants on programme throughout the phases of delivery and support
- Network with organisations to present the benefits of the SCORE programme across Plymouth and Cornwall.
- Adhere to all Safeguarding procedures.

Management:

- Oversee the successful planning, delivery, monitoring and evaluation of the Prince's Trust SCORE programme.
- Directly manage all members of staff in your area of responsibility.
- Provide support plans for participants
- Host key stakeholder meetings
- Report to strategic partners

- Develop relationships with new partners and stakeholders at the appropriate levels for the programme as it evolves
- Manage stakeholder expectations
- Measure impact and evaluate programme outcomes within your area of responsibility through use of relevant measuring tools.
- Design, develop and monitor development action plans for all provisions within the designated programme.
- Lead and manage the financial elements of the programme, ensuring budget is on track and project KPIs are achieved.
- Oversee the Health & Safety and Safeguarding procedures for programmes delivered by staff and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.
- Hold advisory board meetings with key stakeholders.

Organisation:

- Support the Data and Impact Officer in transferring sign-up paperwork to a CRM software package
- Ensure sessional delivery support in the community is of a high standard, giving people of all abilities a positive experience.

Delivery:

- Undertake delivery of face-to-face training and lessons.
- Assess learners and provide support to ensure they achieve.
- Safe and engaging delivery of the health and social care employment programme.
- Monitor and quality-assure effective and safe delivery for the programme.
- Provide support for programme mentor and participants throughout their journey.
- Effective support when dealing with challenging behaviour to ensure guidelines are met.

PERSON SPECIFICATION	Essential	Desirable	Application or Staff recordCV	Interview	Reference	Presentation/Task
Qualifications						
<ul style="list-style-type: none"> • DBS Clearance ready • Basic First Aid qualification or willingness to complete one • Full and Clean UK Driving License • Youth Mental Health First Aid / Safeguarding • Youth mentoring course or qualification • Degree in a relevant field • Health and social care qualification, teaching or similar qualification 	E		✓			
	E		✓			
	E		✓			
	D		✓	✓		
	D		✓			
	D		✓			
	D		✓			
Knowledge and Understanding						
<ul style="list-style-type: none"> • Knowledge and understanding of Health and social care system ethos and a passion for supporting the development of young people 	E		✓	✓		✓
<ul style="list-style-type: none"> • Experience or understanding of how to engage with young people in community, youth work, sports or educational context 	E		✓	✓	✓	✓

<ul style="list-style-type: none"> • Understanding of how to build rapport and manage relationships with young people, support workers and parents/ guardians and other professionals 	E	✓	✓		
<ul style="list-style-type: none"> • Knowledge of what motivates young people and the ability to manage challenging behaviour 	E	✓	✓		✓
<ul style="list-style-type: none"> • Understanding of safeguarding and appropriate boundaries when working with young people 	E	✓	✓	✓	✓
<ul style="list-style-type: none"> • Knowledge and experience of health and social care organisations within Devon and Cornwall. 	D	✓	✓		
<ul style="list-style-type: none"> • Understanding of recruitment events 	D	✓	✓		✓
<ul style="list-style-type: none"> • An understanding of the practical and operational process behind delivering events and projects safely 	D	✓	✓		✓
Leadership Skills and Experience:					
<ul style="list-style-type: none"> • Evidence of successfully supporting, motivating and developing a team of staff including, casual and voluntary staff. 	E	✓	✓	✓	✓
<ul style="list-style-type: none"> • Sensitivity to the needs of colleagues, young people and the community and ability to understand customer needs 	E	✓		✓	
<ul style="list-style-type: none"> • Good organisational, project management and time management skills with the ability to work effectively to achieve deadlines and manage expectations 	E	✓		✓	
<ul style="list-style-type: none"> • Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes. 	D		✓	✓	
<ul style="list-style-type: none"> • Respond positively to feedback and strive for high standards and excellence in all aspects of the role. 	D	✓	✓	✓	
<ul style="list-style-type: none"> • Challenge non-compliance and uphold ACT Trust policy and procedures. 	E		✓	✓	✓
Communication:					
<ul style="list-style-type: none"> • Proven ability to communicate effectively and develop rapport with adults and young people of all ages and develop partnerships. 	E	✓	✓	✓	
<ul style="list-style-type: none"> • Exemplary telephone and face-face communication skills in group or individual settings 	E	✓	✓	✓	✓
<ul style="list-style-type: none"> • Good standard of English in both written and verbal communication. 	E	✓	✓		✓
<ul style="list-style-type: none"> • Understand obligations regarding information sharing and GDPR 	E		✓		
<ul style="list-style-type: none"> • Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way. 	E		✓		✓
<ul style="list-style-type: none"> • Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines 	D			✓	