



Programme Manager (Elevate)

JOB DESCRIPTION

Title:	Programme Manager (Elevate)
Hours:	35 hours per week
Location:	Home based post (office accommodation is available on request)
Responsible to:	Director of CDHN
Line Management Responsibility:	2 x Full Time Project Officers and 1 x Part Time Project Officer (located across Northern Ireland)
Salary:	NJC Scale PO1 (points 33-36) £29,909 - £32,233
Contract:	Until end March 2021 (may be extended subject to funding)

Key Role:

The successful candidate will be responsible for the management and delivery of the regional Elevate Community Development Capacity Building Programme. This Programme is funded by the Public Health Agency and has four main objectives.

- **Objective One** Develop and maintain an online Community Development Portal.
- **Objective Two:** Develop, deliver and review a Community Development & Health Inequalities training programme which is relevant, accessible and evidence based.
- **Objective Three:** Support sustainable and resilient communities through the implementation of a mentoring and grants programme
- **Objective Four:** Refine and test the Community Development Outcomes Framework (CDOF) to inform future development of this approach across sectors

Main Duties:

<p>Overall management and delivery of the Elevate Programme including evaluation and all monitoring and reporting</p>	<ul style="list-style-type: none"> • Develop, implement and oversee a detailed operational plan for the Elevate Programme. • Liaise with the Public Health Agency and relevant stakeholders on a regular basis to ensure the delivery of the Programme on time and within budget. • Liaise with and report to the CDHN Board and Director, the Public Health Agency, the Implementation and Innovation Board and relevant groups as and when required. • Ensure monitoring returns are completed and submitted on a timely basis. • Ensure the Elevate Programme retains its focus on Community Development as a means to tackle Health Inequalities. • Lead on identification of opportunities for the Elevate Programme to build capacity and embed community development approaches across the community, voluntary and public sectors.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Oversee the financial management of the Elevate Programme and ensure it is delivered within the specified budget. • Liaise regularly with the CDHN Finance Manager regarding financial planning, reporting, monitoring and claims.
<p>Oversee the delivery and ongoing maintenance of the Elevate Portal</p>	<ul style="list-style-type: none"> • Collate information and report on the use and usability of all elements of the Elevate Portal. • Ensure the Portal remains up to date and relevant. • Oversee the development of interactive training, online tools and resources within the portal.
<p>Develop and assist with the delivery of the regional Elevate training programme.</p>	<ul style="list-style-type: none"> • Oversee the delivery of the training programme across NI (including the delivery of training where necessary). • Support the Elevate team in reviewing and refining training content and offer as appropriate. • Identify new resources, funding opportunities and strategic links to embed the training across sectors • Develop online and interactive training to be provided on the Elevate Portal and analyse and report on its use and effectiveness.
<p>Develop and support the delivery of Elevate Mentoring Programme</p>	<ul style="list-style-type: none"> • Oversee the Elevate Mentoring programme including grant allocation, monitoring and evaluation. • In conjunction with the Elevate Team, support the Mentor organisations to provide one to one and group support to their respective mentee organisations. • Oversee and support an external evaluator to produce an end of programme evaluation report.

<p>Co-ordinate the testing and use of the Community Development Outcomes Framework (CDOF)</p>	<ul style="list-style-type: none"> • Oversee the testing of CDOF in a number of pilot areas and share the learning from this process within CDHN, PHA and other key stakeholders. • Identify other opportunities for the CDOF to be tested and used across the community, voluntary and public sectors. • Support the PHA in the ongoing use of the CDOF.
<p>Management of a Capacity Building Team (located at various points within Northern Ireland)</p>	<ul style="list-style-type: none"> • Line manage the Elevate Team in accordance with CDHN policies and procedures including individual work plans and regular support and supervision. • Ensure the Elevate Team have access to and avail of all appropriate training and professional development opportunities. • Ensure Elevate Team members have access to and participate in CDHN Team Meetings and other organisational events.
<p>Other</p>	<ul style="list-style-type: none"> • Contribute to the overall strategic development of CDHN. • Promote and publicise the project on an ongoing basis in line with CDHN social media and communications policies. • Build relationships with key strategic partners such as relevant Government Departments, Community and Voluntary Organisations, Academic Institutions etc. to achieve recognition and endorsement for the programme and to identify synergies. • Disseminate and share learning from the project. • Organise and facilitate learning events, seminars and conferences as and when required. • Undertake any other duties reasonably requested by CDHN.

Please note:

Shortlisting will be carried out based on the above criteria set out above using the information given on the application form. The organisation reserves the right to only invite those for interview who meet both the essential and desirable criteria.