



About Community Development and Health Network (CDHN)

CDHN is a network of individuals and organisations which promotes understanding of community development as an effective way to end health inequalities. Our network is creating a fairer and more equal society where communities enjoy the best possible health. We create opportunities for individuals and organisations to connect and share experiences from each other and learn. We support communities to find their voice and use their expertise and experience to inform decision making and we provide examples of the best ways to tackle health inequality.

OUR VALUES

Leading with Passion - In all our work we will lead with passion using our expertise and belief in what we are doing to inspire others.

Tenacity and Flexibility - We will be tenacious, focused and flexible to ensure an end to health inequalities.

Integrity and Respect - Through our words and actions we will work with integrity and respect.

Equality and Inclusivity - We will recognise and promote equality and inclusivity to ensure we achieve social justice for all.

Valuing Others - We will value individuals, teams, partners and communities recognising this as a key strength to achieving our vision.



Elevate Project Manager

JOB DESCRIPTION

Title:	Elevate Project Manager
Hours:	35 hours
Location:	CDHN, Mill Street, Newry (although the post holder will be expected to travel extensively throughout Northern Ireland)
Responsible to:	CDHN Director
Line Management Responsibility:	2 x Full Time Project Officers and 1 x Part Time Project Officer (located across Northern Ireland)
Salary:	NJC Scale PO1 (point 33) £29,909
Contract:	Until March 2020 (may be extended subject to funding)

Key Role:

You 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:** Establish and host an online Community Development Portal.
- **Objective Two:** Develop and deliver a Community Development curriculum which is relevant, accessible and evidence based.
- **Objective Three:** To build sustainable resilient communities through positive collaboration mentoring of organisations/groups via the development of a community mentorship programme.
- **Objective Four:** To develop and refine the draft evaluation framework, to measure and assess the impact of the Community Development Framework, to create a Northern Ireland evidence base which will inform future development.

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 and implement a detailed operational plan for the Elevate Programme. • Liaise with the Public Health Agency, all Programme partners and associated organisations on a regular basis to ensure the delivery of the Programme on time and within budget. • Ensure all Programme partners fulfil their contractual obligations and deliver their elements of the Programme on time and within budget. • Oversee all aspects of the Elevate Programme Evaluation and liaise regularly with Programme partners and the Evaluation Sub group. • Ensure production of interim and final Evaluation Reports by the relevant Programme partner. • Liaise with and report to the CDHN board and Director, the Public Health Agency, the Implementation and Innovation Board and relevant sub 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.
<p>Financial Management</p>	<ul style="list-style-type: none"> • Oversee the financial management of the Elevate Programme budget. • Liaise regularly with the CDHN Finance Manager regarding financial planning, reporting , monitoring and claims.
<p>Oversee the delivery and ongoing maintenance of the Community Development Portal</p>	<ul style="list-style-type: none"> • Liaise regularly with the Project Partner with responsibility for the Elevate Portal design and maintenance and the Elevate/CDHN Web Curator to ensure the Portal is fit for purpose and updated with relevant high quality information. • Collate information and report on the use and usability of all elements of the Elevate Portal.
<p>Develop and assist with the delivery of the regional “Community Development to tackle Health Inequalities” training programme.</p>	<ul style="list-style-type: none"> • Liaise with the Capacity Building Subgroup and relevant partners to develop an evidence based, high quality training programme. • Oversee the publicity, recruitment and delivery of the Training Programme by the Elevate Team (four Programmes x five Trust areas). • Oversee the evaluation of the Training Programme and provide recommendations for future rollout. • Develop online and interactive training to be provided

	<p>on the Elevate Portal and analyse and report on its use and effectiveness.</p>
<p>Develop and support the delivery of a regional Mentoring Programme</p>	<ul style="list-style-type: none"> • Liaise with the relevant Programme partners and oversee the development of a Mentoring Guide for the five Mentor organisations. • In conjunction with the Elevate Team, assist the Mentor organisations with the selection of five local organisations to be supported. • Support the Mentor organisations to provide one to one and group support to their respective five mentee organisations. • Facilitate the five Mentoring organisations to meet on a regional basis as and when appropriate. • Oversee the evaluation of the training Mentoring Programme and provide recommendations for future rollout.
<p>Oversee the testing and use of the Community Development Outcomes Framework</p>	<ul style="list-style-type: none"> • Liaise with the relevant Programme partner with responsibility for refining and testing the Outcomes framework and the Evaluation Sub group. • Support the testing of the Framework within the Healthy Places pilot areas.
<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. • Liaise with Elevate Team members host organisations on a regular basis. • 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 • Undertake any other duties reasonably requested by CDHN. • Promote and publicise the project on an ongoing basis. • Build relationships with key strategic partners such as relevant Government Departments, Key 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.

GENERAL

The duties outlined in this job description serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the job description will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

All employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of religion, community background, gender, marital status or disability.

The requirement of flexible and on occasion unsocial working hours is managed through a 'time in lieu' system.

CDHN operates a 'No Smoking on the Premises Policy'.