



## Job Description

<b>Job title:</b>	<b>Programme and Partnerships Manager (Employment)</b>
<b>Location:</b>	Brixton, London with some local travel
<b>Reports to:</b>	Programme Delivery Director
<b>Salary:</b>	£39,256 -£42,000
<b>Hours:</b>	37.5 per week (Part time/Job share will be considered)
<b>Benefits:</b>	26 days annual leave plus bank holidays, pension contribution
<b>Deadline:</b>	Tuesday 7 <sup>th</sup> April 2020 (11:59pm)

## About Black Thrive

Black Thrive is a partnership that works to address the inequalities that negatively impact the mental health and wellbeing of Black people in Lambeth. We use a Collective Impact approach (described by Kania and Kramer in 2011) to bring together individuals, local communities, statutory agencies and voluntary organisations to address structural barriers that prevent Black people from thriving.

We place the voices of the community at the centre with the aim of influencing policy, service design and delivery and to provide feedback about the community's experience of services. We aspire to build a culture where Black communities are supported by relevant, accessible services, which provide the same quality of support for all people regardless of their race.

Further information can be found on our website: <https://www.blackthrive.org.uk/what-we-do>

## About the team

We are a small and dedicated team with big ambitions. Our work focuses on changing systems that create and sustain inequalities for Black people in Lambeth. We continue to push conventional boundaries, which means our work is challenging but both exciting and extremely rewarding.

As a learning organisation, we try to nurture a culture where we reflect on what works, as well as identifying areas for improvement. It is important to avoid 'group think', and we work to create a safe space where we can respectfully challenge one another, and both give and receive constructive feedback.

Our team includes many committed volunteers who help to shape our thinking and approach. They play a crucial role in ensuring that the voice of the community is placed at the centre of what we do. We are keen to increase the participation of people living with long-term conditions in our work and to use our expertise and networks to nurture leaders locally.

### **Overview of the role:**

The purpose of this role is to lead Black Thrive's employment strand of work, which is key to promoting wellbeing and preventing ill health as well as to supporting recovery from ill health or slowing progression from one to many health conditions.

The immediate priority for the role is to ensure the effective delivery of the employment project funded by Guys and St Thomas' Charity (GSTC), a summary of which is attached.

Black Thrive has three main Working Groups - Children, Young People and Families; Working Aged adults; Older Adults. The Working Groups and subgroups comprise of members of the community; voluntary and community sector; representatives from the mental health system; local public-sector bodies; and the private sector. This role will be responsible for the Employment Working Group, which is part of Working Age Adults.

### **Duties and responsibilities:**

1. Meaningfully engage and involve Lambeth's Black communities in achieving Black Thrive's aims and outcomes relating to employment, including delivery of the GSTC project.
2. Convene, develop and facilitate Black Thrive's Employment Working Group and any subgroups, ensuring that they have the knowledge and tools to be effective and accountable.
3. Work with statutory and voluntary sector partners, commissioners, providers and employers to achieve a coherent employment system based on the feedback from the Employment Working group and the wider Black and disabled communities.
4. Put in place appropriate project management and reporting arrangements to support the Working Group and ensure the achievement of objectives and milestones agreed by the Black Thrive Partnership Board, GSTC and other partners.
5. Work with partners to ensure the effective management and governance of financial resources, including progress and risk reporting to partners and stakeholders.
6. Manage incoming and outgoing grant-making processes, which support the distribution of a funding pot of £300,000 being made available by GSTC for the Employment Working Group to decide upon.
7. Work with partners to ensure the collection, analysis and reporting of quantitative and qualitative data to support understanding, action and monitoring relevant to employment generally and the GSTC project specifically.

8. Keep abreast of various projects, initiatives and coalitions in Lambeth as well as emerging policy and practice to support the Working Group to take a systemic approach to identifying potential solutions and to make decisions.
9. Lead research (directly or through partners or community researchers) and support internal and external evaluation, encouraging a culture of continuous learning and improvement.
10. Produce and deliver presentations, reports and other material relevant to the role, including briefings, proposals and monitoring reports for the Working Group, Partnership Board and funders.
11. Support partner organisations to embed key Black Thrive principles and aims in their day-to-day business, including addressing systemic racial inequity and identifying opportunities for Black community involvement and leadership.
12. Work with communication leads for Black Thrive and partner organisations to ensure effective communication of Black Thrive's employment work to relevant audiences.
13. Work with the Black Thrive Director to resolve disputes or disagreements that negatively impact on the achievement of objectives.
14. Ensure compliance with legislation and policies relevant to the job role, including equality, safeguarding, health and safety, data protection and financial probity.
15. Represent Black Thrive at external events (e.g. conferences and discussion panels).
16. Occasionally work at weekends and in the evenings when required.

*The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*

## Person Specification

### Programme and Partnerships Manager (Employment)

The criteria below will be used in shortlisting candidates and/or will be tested at interview.

<b>Experience</b>	
1.	Building effective working relationships with a range of people – from different communities, professional sectors and levels of seniority
2.	Facilitating groups to deliver specific outcomes
3.	Developing and managing programmes and projects
4.	Undertaking research and evaluation, analysing data and producing high quality reports that draw upon the data to provide a clear narrative
<b>Ability, skills, knowledge</b>	
5.	In depth knowledge and understanding of the experiences of people of African and Caribbean descent and the factors that influence their health and wellbeing outcomes
6.	Good knowledge and understanding of the experiences of disabled people, including those with long term health conditions, and the factors that affect their employment
7.	Understanding of equality legislation and a commitment to the social model of disability and antiracist practice
8.	Knowledge of the systems and key issues that shape the employment landscape in London
9.	Ability to work within and/or between large organisations that deal with complex issues
10.	Ability to combine strategic, systemic thinking and operational delivery
11.	Ability to manage financial resources, including grant-making processes
12.	Excellent verbal and written communication skills, including conveying complex information adaptable to different audiences
13.	Ability to work through ambiguity and uncertainty and remain calm under pressure
14.	Ability to remain enthusiastic, optimistic and solutions-focused in the face of adversity and to deliver tangible results with minimal supervision
15.	Ability to manage and develop people, including volunteers
16.	Competent use of Microsoft Office software and of social media

An enhanced Disclosure and Barring Service (DBS) check will be required but we will treat applicants who have a criminal record fairly and will not unreasonably discriminate because of a conviction or other information revealed.

## **How to apply**

We especially encourage applications from people from Black backgrounds and individuals who have lived experience of long-term conditions and or caring for someone living with long-term health conditions.

Please send us a copy of your CV (no more than 3 pages) and cover letter (up to two pages) outlining your suitability for the role. Please email your CV and cover letter to [hello@blackthrive.org.uk](mailto:hello@blackthrive.org.uk) or post it to Black Thrive, We are 336, 336 Brixton Road, SW9 7AA. All applications should be received by 11:59pm on Tuesday 7<sup>th</sup> April 2020. Please note that our office closes at 5:30pm.

## **Interviews will take place between the 15<sup>th</sup> and 17<sup>th</sup> April 2020**

For further information about the role email [hello@blackthrive.org.uk](mailto:hello@blackthrive.org.uk) or call the Black Thrive team on 020 7274 8522.