

# Project Manager (Health & Social Care) Role Description

## Background

The #iwill campaign was launched in November 2013 thanks to the leadership of HRH The Prince of Wales and the UK's three main political parties. It aims to increase, by 50%, the number of 10-20 year olds taking part in meaningful social action across the United Kingdom by 2020. We describe social action as 'young people taking practical action in the service of others to create positive change'. Examples include caring for someone in the community, providing peer support online, volunteering for a charity, campaigning or fundraising for a specific cause.

You can read more at [www.iwill.org.uk](http://www.iwill.org.uk)



Campaign analysis identified that good social action should be youth-led, challenging, have a positive social impact, allow progression to other opportunities, be embedded in a young person's life and enable participants to reflect on the value of their activity.

Analysis also showed that by taking part in social action, young people are able to strengthen their communities as well as develop their own character and skills, thereby producing a double benefit.



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We want to ensure that every young person has the opportunity fully participate in social action and create a habit for life.

Leaders from across society are supporting the #iwill campaign by:

- Spreading the word about the benefits of youth social action
- Embedding social action in the journey of 10 to 20 year olds
- Creating fresh opportunities for high quality youth social action

Over 500 organisations from the business, education, faith and voluntary sectors have already made tangible pledges towards the campaign's goal. Consistent, high level support from the UK Government has also helped the #iwill campaign to establish itself as a key voice across sectors. Step Up To Serve enjoys a strong relationship with the Cabinet Office, Department for Education and Department for Health. The campaign is coordinated by the charity Step Up To Serve.

We are seeking a proactive and motivated individual with a passion for youth social action to become our Project Manager (Health & Social Care). This is an exciting opportunity for a results driven individual to work within a small team, working with a wide range of high profile stakeholders from different sectors to develop clear "pathways" for youth social action.

We are grateful to the generous support from the Pears Foundation to provide funding to enable this post to exist.

## Job Description

Job Title: Project Manager (Health & Social Care)

Contract: 1 year, with the potential 1 year extension

Location: Central London, with flexible working arrangements possible.

Salary: Competitive. We are open to this being a freelance position for the right candidate.

### Job Summary:

The Project Manager (Health & Social Care) will be responsible for realising the ambitions of the #iwill campaign across the health and social care sector, which has been identified as a growing priority. In particular, we want to enable young people to make a difference across the health and social care sector. By 2020 we want to:

- Enable a broad range of health and social care organisations to embed youth social action in their practices, resulting in a higher number of quality opportunities evenly spread by location and demographic
- Showcase the positive impact that young people have had on health and social care through youth social action

### Main areas of responsibility:

- Ensure key stakeholders from the health and social care sectors, across the four nations of the UK, are engaged and receive excellent relationship management
- Enable current, and potential partners, to engage with the #iwill campaign in a way that drives activity to support the campaign goal and ensures activity is sustainably embedded within organisations. This will require the campaign to capitalise on partner



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led activity to ensure that youth social action and the six quality principles are embedded into activity being developed

- Facilitate an uplift in training support for health and social care sector Volunteer Managers as well as Patient & Community Engagement Leads. This will require learning from the pilot work done by Volunteering Matters, NCVYS & NAVSM to ensure volunteer managers have the appropriate tools and knowledge to start fully engaging with young people
- Build a much stronger bank of resources and case studies to support social action in health and social care and embed this work into the activity of a host partner to ensure its sustainability as well as promotion of best practice
- Develop large scale youth engagement activities within health and social care. This will require building on existing activity to scope campaigns around four potential priority health areas – mental health, dementia, elderly isolation and obesity, as well as bringing partners together to lead activity to encourage young people into action
- Work with stakeholders to develop opportunities for all young people, enabling them to navigate across the range of opportunities in the health & social care sector.
- Develop and build resource for an ambitious research proposal to understand the impact that young people, above and beyond other volunteers, make to the health system and the beneficiaries
- Fully utilise the potential of high profile events and activities, enabling us to fully brief speakers and attendees to embed key #iwill campaign messages into these activations.
- Input to the campaign's governance structures, ensuring effective decisions are made to support the delivery of this strand of the campaign strategy
- Manage the campaign's existing pledges from the health and social care sector and lead the drive to secure additional pledges of support that contribute to the campaign's strategy
- Work with the Step Up To Serve trustees with responsibility for this work to explore the opportunity to develop a working/steering group for this work, creating and supporting a group as appropriate
- Contribute to the campaign's communications, including writing pieces for newsletters, delivering presentations or speeches at events and developing key messages relating to the campaign's strategy on enabling more high quality youth social action opportunities
- Provide support to the campaign's Senior Leadership Team, which may include working on other areas of the campaign's strategy as appropriate

These priorities may shift as the campaign strategy evolves over time. As we are a small team, we need someone in this role who is happy to work flexibly and collaboratively across the priorities of the campaign as required.

### **Person Specification:**

The post holder will be expected to demonstrate evidence of the following skills, capabilities and experience:

- A demonstrable understanding and passion for youth social action, possibly having been involved in youth social action as a young person or adult volunteer
- Experience of working in the health and social care sector either as a practitioner or in a strategic/policy role
- Proven ability to work well in a team, and to develop excellent interpersonal working



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relationships at all levels

- Strong project management skills, with experience of managing multiple stakeholder groups across different priorities and projects
- Proven influencing skills across diverse stakeholders at all levels, with an ability to achieve results through others
- Ability to build strong relationships with new stakeholders and engage new audiences
- Effective communication skills (written and oral) across diverse audiences
- Strong organisational skills, being able to manage multiple tasks and liaise with multiple stakeholders independently
- Excellent ability to review information and use it to inform planning & practice
- Ability to plan and prioritise own workload and that of others
- Comfortable working in a fast moving and complex environment
- Proficient IT skills, including use of MS Microsoft Office programmes to facilitate effective analysis of complex problems and create effective presentations

### **Hours of Work:**

Contracted hours are 37.5 hours per week Monday to Friday, core office hours 9am-5.30pm but we can offer flexibility working arrangements. The role requires, within reason, such hours as are necessary for the proper fulfilment of the duties, and to meet unexpected or urgent demands, to be worked. Travel across the UK may be required to fulfil the objectives of the role.

### **Application**

If you would like to apply for this role please send a copy of your CV and a covering letter, no more than 2 pages, outlining why you think you'd be suitable for this role. Deadline for applications is: **Monday 9<sup>th</sup> May at Midday.**

Please email your CV & covering letter to Sophie Drechsler via [sophie.drechsler@stepuptoserve.org.uk](mailto:sophie.drechsler@stepuptoserve.org.uk) with the subject title "Application – Health & Social Care role – *your name*"

You will be notified if you will be asked to attend an interview by the close of play on Wednesday 11<sup>th</sup> May.

Interviews will be held at the Step Up To Serve offices on **Monday 16<sup>th</sup> May.**

If you have any questions about the role or the application process please get in touch with Fiona Ellison via [fiona.ellison@stepuptoserve.org.uk](mailto:fiona.ellison@stepuptoserve.org.uk)



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