

## **GL11 Community Hub Community Health Project Lead Job Description**

<b>Job Title</b>	Community Health Project Lead
<b>Responsible to</b>	GL11 Community Wellbeing Director
<b>Conditions of Service</b>	Full or Part time available, including flexible working – to discuss
<b>Salary</b>	£28,044 – £34,107 p.a. pro-rata (depending on experience and qualifications)
<b>Contract</b>	Permanent contract
<b>Location</b>	Your usual location will be at GL11 Community Hub in Cam and/or within a BVPCN GP surgery and Stroud district

---

### **Job Summary**

This role is responsible for providing clinical oversight and robust project management across a range of community mental and physical health and wellbeing projects at GL11. As a member of the Community Wellbeing Team, you will work closely with the Community Wellbeing Director,

The role would appeal to an experienced project manager who has an abundance of knowledge of working with individuals who are dealing with mental ill health and complex needs.

The ideal candidate would thrive working in a fast paced, dynamic environment, taking responsibility for their own workload, and building their skills and knowledge in managing risk within a community setting.

The role includes building relationships with colleagues and external stakeholders, including statutory bodies and grassroot organisations, so would suit a confident person with excellent and adaptable communication skills.

You will contribute to the safe and supportive culture of GL11, inspiring both partners and community, making sure our vision, values and key aims are a living part of all our work.

#### **1. Responsibilities and Duties**

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post;

- **Project Management**
- Work closely with The Community Wellbeing Director and other members of the Senior Leadership Team on projects around physical and mental health.
- Full responsibility for planning and delivery of projects within allocated budget and in line with project aims.
- Production of regular data analysis reports and impact monitoring.
- Responsibility for meeting contractual obligations within the project.
- To network and build relationships with all stakeholders.

# **GL11 Community Hub Community Health Project Lead Job Description**

- Work within a collaborative way with individuals involved in projects, the whole GL11 team and external agencies.
- Embed inclusive and non-discriminatory approach across the organisation.

## **2) Therapeutic leadership**

Working closely with Community Wellbeing Director, taking responsibility for day-to-day operational delivery and quality of provision:

- Responsibility for therapeutic monitoring and development of the team through role modelling, active learning and reflective practice.
- Providing training to staff and volunteers based on the needs of the project.
- Responsibility for liaison with external stakeholders, identifying and managing risk, support with signposting.
- Acting as a Safeguarding lead and maintaining accurate and confidential records.
- Working with the Community Wellbeing Director, to lead on the planning and managing of recruitment of staff and volunteers.
- Building capacity, capability and confidence within the team to ensure the organisation is accessible to individuals with a range of physical and mental health needs.

## **3) Therapeutic duties and tasks of the role**

- To compile data and relevant case studies and regular reports on activities to the Community Wellbeing Director as required for funders, including evidence of the outcomes and impact of casework.
- To support and mentor staff and volunteers involved in the projects or those supporting individuals to access services or activities within the hub
- To line manage junior staff within the wellbeing team
- To work at all times in ways which respect, enable and empower individuals to make informed choices in their lives.

## **4) Values, Behaviours & Competencies**

***Listen Look for strengths Act as if it's possible Be brave Be kind/ Have fun***

- Show commitment to the purpose of GL11 and its strength-based ethos, ensuring that people are at the heart of GL11's services and development.
- Show commitment to fostering innovation and continuous improvement in working practice.
- Show respect for professional boundaries and the ability to follow policies while acting in a kind and thoughtful way.

## GL11 Community Hub Community Health Project Lead Job Description

- Be flexible and open to new challenges, ideas, and experiences, and able to be personally and professionally self-reflective.
- Show commitment to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work.
- Work collaboratively as a team player, building positive relationships with internal and external colleagues and partners.
- Show non-judgemental acceptance and with commitment to self-care for self and the team and wider organisation.
- Work within area of expertise and seek support as required
- Be responsible for your own continuing professional and personal development.

### Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of managing projects</li> <li>• Experience of working in a health or social care environment.</li> <li>• Experience in managing safeguarding and risk.</li> <li>• Experience of compiling data and evidencing impact of interventions</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers and paid staff within the community sector</li> <li>• Experience of utilising a strengths-based approach in working with individuals experiencing serious mental illness</li> </ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of the challenges faced by individuals with serious mental illness</li> <li>• Has a kind and empathetic nature</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of a trauma informed approach</li> <li>• Understanding of the social and economic deterrents to health and wellbeing</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (written &amp; spoken)</li> <li>• IT skills – ability to use Microsoft office at least to intermediate level</li> <li>• Able to organise and manage own workload.</li> <li>• Ability to reflect upon on practice and utilise feedback from others to enhance performance.</li> <li>• Ability to motivate, enthuse and work co-operatively with team members</li> <li>• Hold a current driving license and have access to transport</li> </ul>	

## GL11 Community Hub Community Health Project Lead Job Description

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Health and Social Care or Psychology qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Registered nurse with active NMC PIN (RMN/RNLD/RGN)</li> <li>• Allied Health Professional with relevant qualification and registration with governing body.</li> </ul>
<b>Values and ethos</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly when required, responding to the needs and feedback of the community</li> <li>• A team player with a commitment to working in a community setting, putting into practice the values and ethos of GL11</li> </ul>	