

Job Description

IAS Programme Project Manager (Temporary until 31st March 2019)

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| JOB TITLE | IAS Programme Project Manager (Temporary) |
| FAMILY ACTION GRADE | Grade 4 Point 34 |
| LOCATION | Islington / Hackney - to be confirmed |
| HOURS | 37 |
| REPORT TO | Operational Manager, South Region |

FUNCTION:

Project Manage The IAS Programme (a national government initiative, led by the Council for Disabled Children on behalf of the DfE) in partnership with Family Action's five existing SENDIAS services located in Islington, Ealing, Harrow, Solihull and Medway. This Programme and funding runs until the 31st of March 2019 and has a comprehensive Task Order Action Plan, with specific time lines associated to each task, comprising of:

- Undertaking individual service detailed self-reviews to establish how each service is delivering on its responsibilities as required by the Children and Families' Act 2014 and SEN code of practice.
- Develop a two year service led IAS service operational plan to seek compliance and service improvements benchmarked against the new minimum standards.
- Demonstrate a willingness to work closely with CDC and respect the disciplines of working close to Government policy on the Information Advice and Support Programme.

Travel to services will be required to minimise burden on service managers.

PRINCIPAL ACCOUNTABILITIES

1. Proactively collect input from service managers, as well as support service managers directly if necessary collate input, to inform self-reviews and 2 year operational plan for each individual service.
2. Analyse Service's self-reviews to identify learning/future considerations highlighted. In addition undertake comparison work across Family Action

SENDIAS services utilizing the services' self-reviews to create one overarching report. Furthermore utilize to review current Theory of Change and update as required.

3. Develop template for all information collected and pull across information from service reviews where this is duplicated in the Task Order, for example challenges which will inform one Family Action SENDIAS services report – see point 2.
4. Support Service Managers ensure that data collection levels/quality are equal across the services and that any future InForm (database) amends fit these services.
5. Support Service Managers to implement, collect and collate all necessary feedback from service users and stakeholder groups.
6. Co-ordinate meetings of all SENDIAS services to share ideas and ways to address challenges and other related issues brought forward from the self-review to inform 2 year operational plan and share best practice. In addition network with others in the sector.
7. Liaise with Service Managers about a draft plan and ensure this is drafted to a standard that is able to be submitted. Ensure plans are of similar quality and depth of content, following up with Service Managers where more information is required or points are unclear.
8. Consider strategic messaging to be included within plans in order to position Family Action for future LA/CDC funding.
9. Prepare all Appendices from Task Order
10. Co-ordinate sign off from commissioning lead
11. Communicate deadlines to all stakeholders, including Executive Group, so that internal sign off processes are completed smoothly and on time.
12. Co-ordinate attendance at IASS meetings and ensure this is happening in a way that shares this across services so all can demonstrate engagement in line with specification/Task Order Actions. In addition prepare statements for submission, to demonstrate engagement.
13. Co-ordinate responses to the customer survey, using administrator to carry out task

14. Line manager administrator to ensure data is stored on InForm and the National Reporting Hub accurately and in a timely manner.
15. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children, young people and vulnerable adults.
16. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
17. To ensure compliance with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others health, safety and welfare.
18. With Operational Manager manage Project budget, ensure financial compliance and Project comes in on budget at the end of the Programme.
19. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being people focused
 - Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services.
20. To work flexibly as required by the needs of this Project to ensure that all tasks are completed to deadlines, and to carry out any other reasonable duties as required.

Person Specification

IAS Programme Project Manager (Temporary until 31st March 2019)

Education, qualifications and background

1. Degree or equivalent qualification in relevant subject, such as: health, social care, education, psychology or psychotherapy. In addition a qualification in Project Management would be an advantage.
2. Experience of performing Project Management role successfully delivering Project outcomes on time and to budget.
3. Working knowledge of SEN Code of Practice / SENDIAS services' remit and the challenges families where a child has a special educational need and/or disability face would be an advantage. Otherwise, evidence of ability to demonstrate quick grasp of new information, such as Service information, and ability to converse confidently with a range of stakeholders about this.

Abilities and skills

4. Excellent organisational and planning skills with the ability to prioritise workload, self-motivate and work to tight deadlines on own initiative and lead others involved in Project in doing the same.
5. Excellent written and verbal communication and listening skills, and ability to communicate concisely, clearly and effectively with a range of different stakeholders.
6. Excellent interpersonal skills and evidence of successfully engaging stakeholders in Project objectives and delivery of outcomes.
7. Evidence of understanding and passion for co-production and ability to implement capturing service users voices, particularly children and young people, throughout the Programme. Experience of developing surveys and other tools to support evaluation through engagement and participation.
8. Excellent skills and confidence in chairing meetings and facilitating expected objectives to be achieved.
9. Experience of managing staff to achieve their objectives.

10. Excellent IT skills and advanced knowledge of various programmes and ability to analyse data confidently and effectively.
11. Ability to work flexibly outside core hours as appropriate as well as travel to services and meetings as required.
12. Able to evidence Family Action's values at all times, which underpin Family Action's mission of "building stranger families" by:
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 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services.