



JOB DESCRIPTION

Job Title:	Brighter Living Partnership Manager
Grade/salary:	£32,000 - £35,000 (Dependent on experience)
Hours:	35 hours per week
Benefits:	26 days annual leave (29 after 5 years' service) plus bank holidays, 24/7 Employee Assistance Programme, Life Assurance of twice annual salary and Income protection scheme.
Location:	Brighter Living Partnership, Southport Community Centre, Norwood Road and community based as necessary
Accountable to:	Brighter Living Partnership Board of Trustees

About the Brighter Living Partnership (BLP)

BLP was established as a charity in 1999 to be the Healthy Living Centre for Southport and Formby in the Borough of Sefton. The organisation has been focussed on the reduction of Health Inequalities and is a key partner in Sefton's Integrated Wellness Service. We are the host for the Social Prescribing Team in the area and following the COVID pandemic when we established a Shopping and Befriending service for our many housebound and vulnerable residents we have been able to continue to operate this service thanks to funding from the Steve Morgan Foundation.

We are coming to the end of the National Lottery Funding that has supported the local High Park area for the last 5 years and have applied for further funding to continue this well-loved initiative. Further information about the work of BLP can be found on our website.

The strategic objectives of the Brighter Living Partnership are to:

- Reduce health inequalities
- Promote social inclusion
- Improve quality of life
- Influence the wider determinants of health
- Develop skills for life and provide volunteering opportunities
- Be a hub for health and lifestyle information

Mission Statement

The Brighter Living Partnership exists to improve the health and well-being of the people of Sefton.

Vision Statement

A healthy, equal Sefton.

Values Statement

We take pride in ensuring access to good health and pathways are available to all.

Main Purpose of the Role:

This post is in two main parts.

A – Governance of the Charity (40%):

Alongside the Trustees, you will be responsible for providing leadership, developing and implementing our strategic and operational plans, and our partnership and business development. You will ensure operational management of Brighter Living Partnership on a day to day basis, ensuring smooth running of services and the organisation.

B – Leadership and Operational involvement in the Living Well Sefton Team (60%)

Working with the Living Well Sefton management team and other commissioned partners you will be the main representative for Brighter Living Partnership, representing them at key meetings, ensuring compliance with all monitoring requirements and leading our team of Mentors on a day to day basis, ensuring smooth running of the service from within Southport Community Centre and across the Southport and Formby area.

Main Duties and Responsibilities:

A: Governance of the Charity:

- Management and oversight of all funded and commissioned services that Brighter Living Partnership hold including monitoring returns, ensuring financial compliance and performance measures are being achieved
- Line management of staff team to ensure performance management compliance
- To support the strategic development of Brighter Living Partnership, working with the board of trustees and key stakeholders to identify suitable funding opportunities, strategy development, gaps within service provision and to further develop the organisation
- Once suitable funding opportunities have been identified, you will be responsible for applying for funding and in charge of the charities overall fundraising

- Provide administrative functions to the board of trustees and board meetings with the production of minutes of meetings, organising meetings and other relevant and identified tasks
- Line management of staff team to ensure their personal development and compliance with funding requirements, this includes supervisions, appraisals and general day to day support
- Support the development of operational policy and procedures within Brighter Living Partnership to ensure they are fit for purpose, relevant, compliant and implemented effectively across the staff team
- To work with the Volunteer Development Officer to identify, develop and support new areas of volunteering and social action at Brighter Living Partnership, that contributes towards local priorities and that has demonstrable impact. This includes the development of best practice guidance and handbooks for all volunteer roles across the organisation
- To work with the Finance Officer/Bookkeeper to ensure financial compliance and procedures are in place to ensure the smooth running of the organisation. This will include the production of reports for Board meetings and funding/monitoring returns, annual accounts and at request by staff members or Trustees
- Ensure staff are complying with Financial procedures that are set out by the organisation including accurate submission of expenses, cash handling etc
- Payment of invoices and/or working with the Finance Officer/Bookkeeper to ensure these are processed in a timely manner
- Ensure the day to day operations of the organisation are running smoothly and effectively, ensuring all legal and required practices are kept up to date. This includes insurance, company vehicle, food hygiene and health and safety.
- Ensure governance of the organisation is up to date, this includes the production of annual accounts, submitting annual returns, staff training, DBS checks etc and any other responsibilities required by Charity Commission or Companies House
- Represent Brighter Living Partnership at meetings with funders and other key stakeholders
- Represent Brighter Living Partnership at different forums, events, partnership meetings and sector wide initiatives
- Work with Sefton CVS to ensure the smooth running of Southport Community Centre

B: - Living Well Sefton specific

- Be the main contact for Brighter Living Partnership in relation to Living Well Sefton including attending Living Well Sefton meetings, events or other activities as requested
- Develop links and opportunities with other commissioned partners to further enhance the work of Brighter Living Partnership and Living Well Sefton
- Supporting the development of Living Well Sefton by working with the Living Well Sefton team on issues such as gaps in service, reporting and monitoring etc

- Chairing, organising and running neighbourhood partnership meetings – this also includes writing and supporting the group with applying for designated funding and monitoring of the projects that are funded, writing minutes and developing opportunities across the partnership
- Working with the neighbourhood partners to identify and develop further partnership working opportunities that enhances the work of Living Well Sefton and the partners themselves
- Delivery of training across the Living Well Sefton partnership including MECC (Levels 1-3) and delivery of Royal Society of Public Health training courses, working with Sefton CVS to design, develop and deliver courses on topics such as Understanding Health Improvement to support the staff team across the Living Well Sefton partnership and across all sectors within Sefton
- Coordinating with the Brighter Living Partnership Living Well Sefton team on referrals, group session delivery (Think Differently/Weigh Forward) and events
- Ensure group activities as part of the Living Well Sefton offer are operating safely and effectively with responsible staff members
- Ensure budgets are adhered to.

General

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

Confidentiality

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

You must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager. You will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days (29 days after 5 years) plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period.

Employee benefits include; Health and Wellbeing package, Income Protection and Life Assurance.

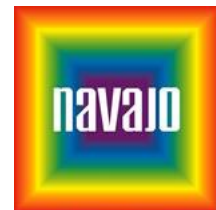
Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.

PERSON SPECIFICATION

Post: Brighter Living Partnership Manager		
CRITERIA	ESSENTIAL OR DESIRABLE	METHOD of IDENTIFICATION
Qualifications:		
Degree in a relevant field (i.e. Management, Health, Social Policy etc)	Desirable	Application
Evidence of continued professional development appropriate to the role	Essential	Application
Proven Experience:		
Significant experience and/or understanding of working in a charity or not for profit setting	Essential	Application
Robust knowledge of Charity Governance, Policies and statutory requirements	Desirable	Application
Experience of developing and successfully delivering business plans and strategies within a charity	Desirable	Application
Experience of writing successful funding bids	Essential	Application
Experience of working closely with Boards of Trustees, advising and guiding robust decision making	Desirable	Application
Experience of financial management including forecasting, budget setting and monitoring income and expenditure	Desirable	Application
Experience of risk strategy and management in a charity, not for profit or commercial setting	Desirable	Application
Experience of representing an organisation at a senior level with key stakeholders including local authority, NHS and other voluntary and faith sector organisations	Essential	Application
Excellent communication skills at all levels and able to articulate and present ideas in clear and coherent way	Essential	Application
Knowledge, skills and abilities:		
	Essential	Interview

Ability to build relationships and work in partnership across all sectors	Desirable	Interview
Ability to manage income budget whilst meeting goals for the organisation and within budget constraints	Essential	Application Form/Interview
Track record of delivering on performance management and/or contracted requirements set by funders	Essential	Application Form/Interview
Knowledge and understanding of health inequalities and the impact these have on individuals and communities	Desirable	Application Form/Interview
Knowledge of healthy lifestyles and how to support positive behaviour change and the impacts of this	Desirable	Application Form/Interview
Skilled and able to deliver short term training courses to a wide range of participants	Essential	Application Form/Interview
Able to 'think on feet' and respond to challenging situations whilst also taking a measured approach when required	Desirable	Application Form/Interview
Excellent financial management skills	Essential	Application Form/Interview
Excellent organisational skills and ability to prioritise multiple tasks	Essential	Application Form/Interview
Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point	Essential	Application Form/Interview
Strong management & Leadership skills – able to lead and motivate the staff team successfully	Desirable	Application Form/Interview
Detailed knowledge of safeguarding requirements, policy and procedure	Desirable	Application Form
Able to work outside office hours as required		
Other Attributes:		
Strong team player	Essential	Application Form/Interview
Able to work under own initiative and follow direction from the Board	Essential	Interview
Confidential, tactful and diplomatic	Essential	Interview

Willingness to deliver training and to complete any relevant tasks such as attending training and/or registration to deliver RSPH training etc.	Essential	Application Form
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