



National Development Team for inclusion

- Job Title:** *Improving Health and Lives Project Manager*
- Accountable To:** Learning Disability Programme Lead
- Manages:** No direct line management but may relate to a number of external Associates
- Location:** NDTi office in Bath, or homeworking with a presence in Bath, with significant national travel
- Hours of Work:** Either (i) 24.5 hours per week (0.7 wte) or (ii) 35 hours per week - worked flexibly. 30 days annual leave plus bank holidays
- Salary:** Up to £45,000 per annum (wte)
- NDTi Purpose:** NDTi promotes equal and inclusive lives for people in their communities, particularly where ageing or disability are issues. We do this by taking action at local and national levels: advising policy makers, encouraging public debate, carrying out research and evaluation and providing change management support to organisations to help them achieve better outcomes.
- Role summary:** The post holder will be a member of the NDTi staff team responsible for taking forward the work of Improving Health and Lives Learning Disabilities (IHaL) Public Health Observatory in partnership with the North East Public Health Observatory and Lancaster University. They may also support the delivery of a diverse portfolio of work relating to issues for people with learning disabilities - covering commissioned and grant funded work of national as well as local importance. S/he will also contribute to NDTi work concerned with encouraging debate, influencing attitudes and changing policy in order to ensure excluded people are living more inclusive lives.

If appointed to a 0.7 wte role, the post will be exclusively concerned with the delivery of the IHaL project. If a full time role, then the balance will be concerned with contributing towards NDTi's wider learning disability programme, beyond specifically health issues.

Main Purpose of the Job

Responsible for:

Delivery of most aspects of the NDTi element of the IHaL project including:

- Promotion of evidence based best practice in health care for people with learning disabilities to a wide audience including commissioners, providers, people with learning disabilities and family carers;
- The production of evidence into practice and other practical best practice document and leading dissemination through a range of approaches
- Organising and delivering regular learning events to share the latest evidence and data from IHaL, and to gain feedback from stakeholders;
- Developing, managing and maintaining networks and relationships with a range of stakeholders
- Working with people with learning disabilities and family carers to ensure the IHaL project is appropriately advised of their priorities;
- Uploading information onto the IHaL website as appropriate;

If full time, the post-holder will also work on other programmes of work relating to people with learning disabilities as agreed with the line manager, personally delivering work to clients on contracts.

Also responsible for:

- Representing the NDTi nationally, regionally and locally in order to promote the delivery of the NDTi's mission statement and a positive profile and reputation for the NDTi
- Promoting and marketing the organisation in order to achieve personal income targets (if applicable) and contributing towards the overall financial stability and growth of the NDTi
- Contributing to the ongoing growth and development of the organisation as whole

Key Activities:

The postholder will do the following:

- Manage the NDTi's contribution to IHaL and ensure the delivery of the NDTi component of the IHaL workplan
- Liaise with and ensure positive working relationships with other parts of IHaL, including PHE, NEPHO and CeDR
- Oversee the NDTi's budget for IHaL, ensuring delivery of maximum outcomes within the available budget
- Ensure (in conjunction with other IHaL partners) good connections with a range of stakeholders in the field, including the Department of Health, RCGPs and others

and including people with learning disabilities and their families, both to ensure IHaL's work is well informed and to promote IHaL's work to the sector

- Ensure that the work of IHaL is informed by priorities for people with learning disabilities and family carers via an appropriate advisory mechanism with self-advocacy and family carer groups.
- Produce best practice advice on issues arising from the work of IHaL, with those documents being of high quality and relevance to the field
- Ensure widespread dissemination and uptake of the materials produced through a range of routes and methods
- Plan, organise and deliver a series of regionally focused learning events to disseminate the work of IHaL to CCGs and Local Authorities across England
- Plan and deliver other NDTi commitments described in the workplan
- Ensure full contribution of NDTi work to the IHaL website, and full reflection of the IHaL work on the NDTi website
- Ensure that in all these tasks, the driving factor is action that will help promote better lives for people with learning disabilities and their families
- Share learning and ideas arising from this work with NDTi colleagues as a whole, in order to help improve the knowledge base and quality of work of the whole organisation
- Undertake other NDTi work as appropriate, given the demands of this job description. If full time post - undertake approximately 40 fee earning days on other NDTi contracts
- Contribute to the organisational life of the NDTi, through being a positive and supportive colleague to other NDTi staff, including through active participation in NDTi staff meetings
- Ensure that all work is delivered in line with the NDTi's vision and purpose and that all actions reflect the spirit and intent of the NDTi's desire to promote and achieve positive lives for those who are, or are at risk of being, excluded from society including our organisation's commitment to equality of opportunity
- Undertake any other reasonable requirements of the organisation in line with the purpose and spirit of this job description, and agreed with their line manager
- Ensure that all organisational process and system requirements are adhered to in order to support the business and financial operation of NDTi.
- Adhere to all aspects of the Staff Handbook whilst working for NDTi

Person specification

Essential

Experience

At least four years experience in a leadership or management position within learning disability health services (for the full time role, leadership or management experience in other learning disability services is required).

Clear evidence of leading significant organisational change with regard to better health services for people with learning disabilities.

Significant contacts and connections with a wide range of organisations and individuals relevant to the job role.

Experience of organising and running events.

Experience of working with people with learning disabilities and family carers in order to improve health services.

Knowledge and skills

In depth understanding of the national policy and delivery frameworks relating to health and people with learning disabilities (for full time role, an in depth understanding of wider policy issues regarding people with learning disabilities is required)

Strong personal speaking and

Desirable

Two years or more direct experience in one or more of the following areas (i) Commissioning (ii) Organisational and service development (iii) advocacy leadership

Evidence of contribution towards policy development and/or implementation at a strategic level

Known and credible in the field.

Either direct or indirect experience (through being a family carer – **not** through a staff role) of significant public services connected with disability or ageing

Experience of securing /generating income through policy development, consultancy, research, evaluation and training activities

An understanding of wider policy issues affecting other NDTi programmes, and ability to identify common themes and ways to share learning.

presentational skills

Ability to put complex ideas into clear, plain language.

Able to produce easy read materials.

Strong writing skills

Track record of publications relevant to this role.

A sound understanding of approaches to change management

Able to work in complex, interagency settings.

(for full time role – able to write bids and sell ideas to other people)

Entrepreneurial skills – the ability to conceptualise ideas, turn them into action and sell them to other people.

Personal attributes

A very strong commitment to the equality and rights of excluded people and the promotion of inclusion and social justice

A belief in people who use public services being in control of their lives and supports

A team player

Ability to work alone and be self-motivated

An ability and willingness to travel regularly

A full, clean driving licence