



Forum Central Third Sector Local Care Partnerships Manager | Job Description

Job Title	Third Sector Health and Care Manager (LCPs)
Responsible to:	PSI-Volition Director
Employed by:	Volition - Leeds (Registered charity 1092126)
Salary:	PO2 – Spinal point 38
Contract:	Fixed term until February 2021
Annual Leave:	28 days + 8 days public holidays pro rata
Pension Scheme:	6% Company scheme or contribution to personal pension scheme
Hours of working:	35 hours per week

Background

NHS organisations, local councils and other health delivery partners in England, including the third sector, are joining forces to coordinate services around the needs of every individual. The aim is that people can live healthier lives and get the care and treatment they need, in the right place, at the right time. This new way of working will provide a clinically, socially and financially sustainable health and care system that will improve health, wellbeing and care to all communities, including those facing the greatest health inequalities.

Local Care Partnerships, (LCPs) is the term used in Leeds to describe our model of joined-up working to deliver local care for local people; working in and with communities.

There will be 18 LCPs in Leeds, recognising the diversity of the city, each tailored to local need and the features of that particular community. Some LCPs have already been established whilst others are still in development.

Each LCP includes statutory organisations, Third Sector, community groups and elected members, alongside local people, to develop services that support people to self-care and thrive using their individual and community assets. LCPs build on the strengths and extensive history of collaboration in the city to realise some of the most exciting, person-centred transformation in health and care.

Purpose of the Post

We have created an exciting new senior strategic role within the Forum Central team, to lead the third sector's contribution to the development and implementation of LCPs.

The post will provide leadership to ensure that the third sector's contribution to the Transforming Care Agenda is recognised and that the sector's opinions and ideas are included and invested in, in any future models.

Working in localities across the city, the post holder will initially deliver at both strategic and operational levels. It is envisaged that the postholder will eventually manage a team of Third Sector Development Worker posts who will take on the operational aspects of the work, therefore

The post holder will be expected to build strong relationships with other third sector leaders, (including the Health and Care Leaders Network, and wider Forum Central membership), to scope and develop models of third sector engagement. This will enable the sector to play a key role in the development and delivery of LCPs, and provide a steer in the direction of third sector input to LCPs. They will facilitate the recruitment of systems leader representatives to appropriate strategic boards, and to the leadership teams of each of the 18 LCP areas.

The post will provide capacity and knowledge to support the development needs of LCP representatives, through bespoke interventions or via existing Systems Leadership models. They will liaise with other leaders in the system, connecting agendas and feeding back change and blockages on behalf of the sector. They will provide information, including best practice models where people have been supported to manage their illness or condition within their community, to other statutory partners, including commissioners, to ensure the impact of the sector is recognised and valued, and can be acted on in any new Health and Care contracts. This may include working with and gaining the views of a range of stakeholder groups, including those with long term conditions and those facing the greatest health inequalities. Therefore, the post holder should have an understanding of the principles of co-design, strength based approaches and improving service users' experiences of services, through service users, carers and staff working in partnership to design new services or pathways.

The post-holder will already have / be able to build links with the following organisations, teams, and individuals as part of this role:

- The Forum Central Health and Care Leaders Network
- Wider membership of Forum Central organisations delivering H & C services
- LCP Steering Group
- LCP Core Group
- NHS Leeds Clinical Commissioning Group
- Elected members
- Leeds Health Partnerships Team
- LCP Leadership Teams
- GP Locality Leaders
- Leeds City Council
- Primary Care Development Team
- The wider Leeds workforce through planned events
- Service users, carers and the public, including disadvantaged groups



Main Job Responsibilities

Project management

- You will work strategically to ensure the 3rd sector is in a position to understand, engage and lead LCP developments, using agreed OD and project management tools where appropriate.
- There will be a level of administration you will have to do to help the LCP leadership teams function well. There will be some cross over working with the Forum Central team.
- You will support LCPs to bid and manage locally available pump priming funding to progress third sector change work / LCP development
- Initially the post will work both strategically and on an operational level, but you will manage a team of third sector development workers when funding becomes available

Service Improvement / Change Management

- You will have a key role in facilitating the 3rd sector's engagement in the LCP Leadership Teams.
- You will work closely with the third sector to identify their collective outcomes for working in partnership with LCPs and ensure those outcomes are met
- You will be responsible for measuring and reporting on the impact of changes when supporting LCP leadership teams to design, test and review new ways of working specific to the 3rd sector
- You will be expected to facilitate and lead some discussions (in agreement with LCP leadership teams/the chair) towards supporting leadership teams to develop and design changes to develop new ways of working, highlighting and supporting the 3rd sectors role as system leaders
- You will work closely with key partners to identify and help develop leadership skills for the 3rd sector in the LCP leadership teams
- You will have a key role in helping the LCP leadership teams to function and to operate on a continuous development journey to form and work as effective partnerships with common purpose and goals

- You will use, refer and reference local data sets, public health profiles and other relevant information to support LCP priorities and change work
- You will be required to evidence the impact and success of third sector approaches and innovations to other senior leaders within the system

Communication / Relationships

- You will need great communication and relationship skills and need to work on a daily basis with the wider 3rd sector, GPs, service managers, community staff, LCC teams
- You will need to maintain a high level of communication across the LCP leadership team to maintain momentum, report back on progress and to clearly identify blockages to the LCPs change work, especially relating to the third sector, and report these back through agreed routes
- You will be required to present relevant data/evidence in relation to the third sector to the LCP leadership teams and possibly at wider LCP workforce engagement events
- You will help arrange, plan and run wider workforce engagement events for LCP leadership teams to engage with the workforce they are leading
- You will help to support appropriate on-going communication between the LCP leadership team and LCP workforce, specifically 3rd sector organisations.
- You will be required to support LCPs to consider and move towards extending their partnerships to include the citizens within the local community

Forum Central

- You will maintain strong links with the Forum Central team, ensuring you have a good knowledge of developments within the sector.
- You will ensure dissemination of information on all aspects of LCP development to Forum Central members
- You will ensure that Forum Central service is the main point of contact for the statutory sector when seeking information about local third sector health and care service providers
- You will promote Forum Central to non-members and encourage them to join.
- You will attend and contribute to Forum Central events, including member meet-ups, Forum Central reps meetings and Forum Central Health and Care Leaders events and conferences.

To undertake any other duties commensurate with the role



Forum Central Third Sector Health & Care Manager (Local Care Partnerships) | Person Specification

The person specification should be read in conjunction with the job description. It describes the values, skills, knowledge, and experience that are necessary to fulfil the role as outlined in the job description. Please identify the ways in which you meet the person specification and job description in your application.

Attitude and Skills	Essential	Desirable
Excellent leadership and networking skills	✓	
Excellent inter-personal and communication skills including facilitation and chairing meetings, and in understanding and confidently representing a range of different views	✓	
Ability to champion the role of the third sector in whole system change	✓	
Able to participate at a senior level in a range of different meetings	✓	
To understand and summarise complex issues – written and verbally	✓	
To quickly grasp key issues from meetings and reports and apply them to work plans	✓	
Highly developed, negotiating and influencing skills, overcoming barriers to understanding and acceptance, and reaching agreements.	✓	
Passionate about service improvement	✓	
Positive attitude to equal opportunity and diversity	✓	
Self-motivated, well organised and able to use initiative	✓	
Able to write clearly using Plain English Principles	✓	
Knowledge		
Knowledge of national policies and structures and their impact on local health and care services	✓	
Knowledge of different organisational structures in the Third sector,	✓	

the NHS and Local Authority		
A strategic understanding of local regional and national sector wide issues	✓	
Understanding of the needs of under-represented groups	✓	
Understanding of the different needs of large and small charities	✓	
An understanding of the principles of co-design, strength based approaches	✓	
Knowledge of improving service user experiences of services, through service users, carers and staff working in partnership to design new services or pathways.	✓	
Experience		
Of undertaking a representative role	✓	
Of collaboration with stakeholders in different sectors	✓	
Of working in or closely with the third sector	✓	
Of delivering projects		✓
Of recruitment, selection and management of staff	✓	
Of strategic planning and joint working	✓	
Of working within a partnership		✓