



KENTOWN PROGRAMME PROJECT LEAD

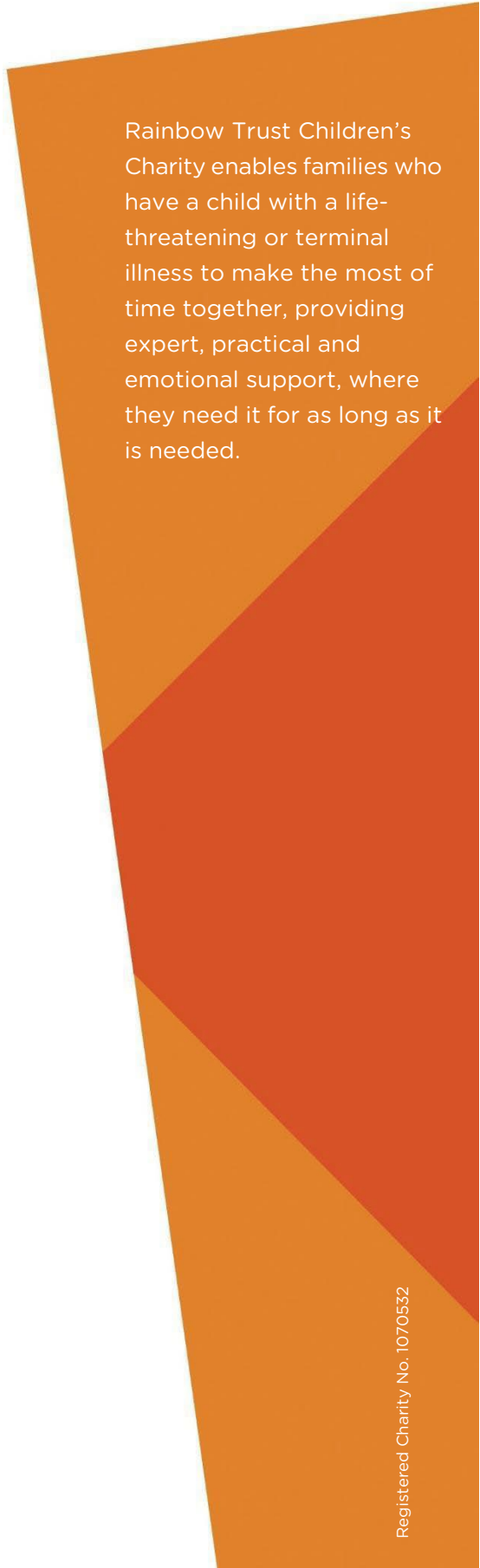
Department:	Care
Job title:	Kentown Programme Project Lead
Reports to:	Director of Care Services
Based at:	Care Team Office/Home based
Salary:	£29,000 to £34,000 DOE

Job Summary

The key purpose of this role is to be responsible for the day to day development and management of the Kentown Children’s Palliative Care Programme, ensuring that the pilot project is delivered successfully and to time within budget. The project will be responsible for the delivery of high-quality family support service as an integral part of the overall pilot, within the region, including delivery of emotional, social and practical support, to children & young people with a life threatening or terminal illness and their families.

The post holder will manage the small Kentown Family Support Team and may hold a small case load; and will be a member of the Rainbow Trust Care Managers group, contributing to service development across the wider organisation.

The Project Lead will live the Rainbow Trust Values and effectively communicate with service users, colleagues and healthcare professionals.



Rainbow Trust Children’s Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Areas of Responsibility

(Specific to role)

- Work with a range of professionals in health and social care in both statutory and voluntary to work collaboratively with children with palliative care needs.
- Work with Together for Short Lives to produce a point prevalence study and needs assessment to identify children who may benefit from palliative care support across the area.
- Identify risks and mitigate them through an established risk assessment process
- Work with the evaluation team from Edge Hill University to provide data
- Be accountable and responsible for services achieving contractual targets and KPIs
- Develop and maintain successful professional partnerships to ensure the service is accessible to relevant families and support the delivery of agreed outcomes
- Provide management and leadership to the team in relation to all safeguarding issues
- Monitor and manage agreed team and project management budget
- Support colleagues in other functions within Rainbow Trust to deliver business objectives e.g. writing case studies and updates of family stories, attending fundraising events and other relevant information as required

General Responsibilities

Leadership and Strategy

- Operate in compliance with relevant legislation, best practice, corporate policy and CQC
- Demonstrate Rainbow Trust's values and model the defined leadership qualities
- Commit to Performance Management Process and develop stretching objectives to meet the project plan

Operational and Project Planning

- Work with the Director of Care Services to ensure that quarterly reports are prepared on time to the Kentown Programme Board and any other external agencies as requested
- Ensure that all appropriate checks, training and risk assessments are carried out to adhere to current Health & Safety regulations and CQC requirements
- Take individual responsibility for the programmes objectives and targets as defined by Director of Care
- Develop own individual work programme in consultation with line manager organising own time and using initiative and effective diary management

Working with Customers and Service Delivery

- Maintain effective and appropriate relationships with stakeholders including families, referrers, partners and statutory, private and other voluntary agencies adhering to professional boundaries
- Work with colleagues from Together for Short Lives to ensure that the project remains on track and delivering against objectives
- Promote and develop best practice within Rainbow Trust and with service delivery partners and colleagues
- Deal promptly and appropriately with all complaints received adhering to Rainbow Trust's complaints policy

Developing, Maintaining Systems and Procedures

- Ensure whole Kentown Family Support team participation to collect and monitor data in support of service delivery and outcomes evaluation activities
- Ensure all monitoring and evaluation data relevant to family support service delivery is stored accurately and promptly in the Care database
- Ensure GDPR compliance
- Report monthly against plan and targets and identify variance
- Ensure compliance with data protection guidelines and Rainbow Trust Policy
- Comply with the telematics policy to ensure safe driving
- Comply with the expenses policy

People Management and Development

- Recruit and retain a high performing staff team to ensure best possible standards of service delivery to meet agreed outcomes as appropriate and agreed by Director of Care
- Recruit and retain high calibre volunteers to support service delivery, including effective supervision, providing relevant development opportunities when appropriate and agreed with Director of Care
- Provide regular line management supervision to support individual team members within their role
- Within PMP, identify and support individual performance issues
- Coordinate and lead regular team meetings
- Fully participate in the bi-monthly meetings of the wider Kentown Project team including nurses, family coordinators and other professionals

Team Working and Collaboration

- Actively participate in the implementation of business improvement and people development initiatives including Buddying, PI and SBI processes
- Collaborate with colleagues across the department, organisation and partner organisations
- Proactively participate in team meetings and away days, including the annual staff conference

Special Conditions

- The post holder will be expected to work flexibly in several venues and attend meetings elsewhere as required
- Flexible working to meet service user requirements may be required
- Some UK travel may be required from time to time
- All staff have a responsibility to maintain an up to date knowledge and awareness of issues around the safeguarding of children, through the completion of the relevant training
- All staff must adhere to, Rainbow Trust's safeguarding policies and procedures
- The list of responsibilities outlined above is not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager

PERSON SPECIFICATION

Kentown Programme

Project Lead



ESSENTIAL

DESIRABLE

<p>Experience (Previous roles, types of organisations)</p>	<ul style="list-style-type: none"> • Experience of managing a project to budget and time • Demonstrable success developing and sustaining partnership working • Professional experience of working with children and families • Working regularly within a community environment • Providing services in a health, social care, youth or education setting • Leadership of safeguarding children and vulnerable adults • Experience of own diary management and day to day task setting 	<ul style="list-style-type: none"> • Working within a children's charity/SME • Ownership of strategic planning • Recruitment and line management responsibility
<p>Special Competencies (Specific job-related skills knowledge understanding)</p>	<ul style="list-style-type: none"> • Excellent communicator - both verbal and written • Networking skills • Strong MS Office knowledge • Commitment to working in partnership with children, young people and families 	<ul style="list-style-type: none"> • Understanding the impact on family dynamics of having a child/young person with a life threatening or terminal illness
<p>Disposition (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> • Poised and convincing communicator - quickly connecting with others • Working cooperatively with and through people to complete tasks • Working at a fast pace handling details whilst maintaining accuracy • Warm and friendly team member • Enthusiastic and persuasive motivator • Strong sense of drive, controlling tasks from conception to completion 	

PERSON SPECIFICATION

Kentown Programme

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SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD

ESSENTIAL

DESIRABLE

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Thinking Style (Practical, conceptual, innovative, traditional, change orientated)	<ul style="list-style-type: none">• Collaborative and inclusive• Decision making within authorised boundaries and with manager assistance• People oriented	
Attainments (Academic & prof qualifications & training)	<ul style="list-style-type: none">• Educated to at least A level/or equivalent• Recognised project management qualification (or equivalent experience)	
Motivation (Ambition, money, security)	<ul style="list-style-type: none">• Bringing out the best in others• Completing tasks quickly and correctly• A preparedness for plans to change at short notice	
Circumstances (Mobility, special demands of job, unsocial hours)	<ul style="list-style-type: none">• Full current driver's license• Commitment to own continuing professional development• Flexible hours, to accommodate team and family need• Ability to recognise personal and professional stress and to access appropriate support	