



KENTOWN WIZARD PROJECT LEAD

Department:	Care
Job title:	Kentown Wizard Project Lead
Reports to:	Director of Care Services
Based at:	Care Team Office/Home based
Salary:	£28,000-£32,000
Tenure:	3 Year FTC/Secondment opportunity

Job Summary

The key purpose of this role is to be responsible for the day to day development and management of the Kentown Wizard 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 sectors to raise awareness of the pilot programme and of children's palliative care
- 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 of the pilot project.
- Work with the Family Coordinator/navigator to develop an assessment tool that will enable the coordinator to assess each family's individual needs and identify what is important to each family member
- Develop project plans and regular reports for presentation within area of expertise, identifying risks and issues and proactively mitigating them
- Work with the evaluation team from Edge Hill University to provide data as required enabling a full evaluation of the pilot project to be developed
- Implement project management and quality improvement methods to ensure effective running/implementation of the programme
- 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 and corporate policy
- Prepare the three year business plan for own area of responsibility in collaboration with the Head of Clinical Programmes for Together for Short Lives
- 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
- Work with the family support manager to ensure compliance with CQC guidelines

Operational and Project Planning

- Work with the Director of Care Services to ensure that quarterly reports are prepared on time of the Kentwon Wizard 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
Develop project plans to support work programme activity, identifying key milestones, success criteria, KPIs and resource requirements.
- Ensure processes are documented and effectively governed, taking a continuous improvement approach to activity
- Take individual responsibility for the programmes objectives and targets
- Develop own individual work programme in consultation with line manager to weekly, monthly and quarterly time frames, organising own time and using initiative

Working with Customers and Service Delivery

- Maintain effective relationships with stakeholders including families, referrers, partners and statutory, private and other voluntary agencies
- 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
- Deal promptly and appropriately with all complaints received adhering to Rainbow Trust's complaints policy.

Developing, Maintaining Systems and Procedures

- Ensure whole Kentown Wizard 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

People Management and Development

- Recruit and retain a high performing staff team to ensure best possible standards of service delivery to meet agreed outcomes
- Recruit and retain high calibre volunteers to support service delivery, including effective supervision, including providing relevant development opportunities
- 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, at a level commensurate with your role
- 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

KW 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 	<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

KW Project Lead



SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD

ESSENTIAL

DESIRABLE

<p>Thinking Style (Practical, conceptual, innovative, traditional, change orientated)</p>	<ul style="list-style-type: none"> • Collaborative and inclusive • Decision making within authorised boundaries and with manager assistance • People oriented 	
<p>Attainments (Academic & prof qualifications & training)</p>	<ul style="list-style-type: none"> • Educated to at least A level/or equivalent • Recognised project management qualification (or equivalent experience) 	
<p>Motivation (Ambition, money, security)</p>	<ul style="list-style-type: none"> • Bringing out the best in others • Completing tasks quickly and correctly • Every day is different 	
<p>Circumstances (Mobility, special demands of job, unsocial hours)</p>	<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 	

It is an expectation that our front-line employees are double vaccinated against covid-19 (unless medically exempt)