

Role description and contract spec

Role Type	Self-employed contractor
Job title	Project Manager
Project	Tackling Covid-linked health inequalities in North Central London (NCL).
Department	Grants and Services
Place of work	Home based with occasional travel to meetings, and service delivery site visits in the North Central London area.
Reporting to	Head of Grants and Research
Budget	£54,000 over 27 months – this must include any applicable VAT
Hours of Work	Average 2 - 3 days per week We anticipate 2-3 days a week during the set-up phase and 1-2 days a week once the work packages are established.
Date	27 months from October 2021 - January 2024

The Royal Free Charity

The Royal Free Charity (RFC) and the Royal Free London NHS Foundation Trust (RFL) work in partnership every day because together we can do what the NHS cannot achieve alone.

The Royal Free London is one of the UK's biggest trusts, our 10,000 staff delivering care to more than 1.6 million patients each year in three hospitals and a range of other sites across north London and beyond. It combines globally recognised clinical expertise with local and friendly hospital care to represent the best in NHS treatment. Its hospitals are renowned for specialist services and lead care in a number of areas, including immunology, liver transplant, kidney and bone marrow transplant, infectious diseases, cancer treatment, plastic surgery and ENT surgery.

The role of the Royal Free Charity is to support the trust staff at all levels by investing in services for staff and in the physical and technical infrastructure of our hospitals, helping make care safer, more efficient, more effective and closer to home. It also funds life-saving and life-changing research aimed at finding cures and new treatments for diseases like type 1 diabetes, cancer and organ rejection following transplantation.

NHS Charities Together

NHS Charities Together (NHS CT) is an independent charity and a member organisation for over 240 NHS charities across the UK to provide the extra support needed to care for NHS staff, patients and communities. During the Covid-19 pandemic the focus has shifted to supporting immediate practical and emotional needs of staff and patients and helping to take pressure off an overstretched health service.

The aim of NHS Charities Together and the wider NHS charity network is to provide extra care and support for NHS staff and patients, enabling health services to do more, beyond the core services that would ordinarily be funded by government.

Community Partnership Grant

The Royal Free Charity was recently awarded an NHS Charities Together Community Partnership Grant to tackle Covid-linked health inequalities in North Central London (NCL). This collaborative partnership project aims to target vulnerable and disadvantaged communities in NCL's most deprived wards in Tottenham and Edmonton and includes support for projects across three key themes: mental health support for young people, especially young Black men; support for those experiencing long Covid; and support for the digitally excluded.

It will support grassroots community organisations in North Central London to deliver projects helping the most marginalised communities affected by Covid-19. This is a high-profile project in the NCL region and an exciting opportunity for us to work more closely with other local partners in the charitable and NHS sectors

The Role: Contractor - Project Manager

Purpose

The RFC has been successful in applying for £735,129 from NHS Charities Together through their Community Partnerships Grant programme. This funding will support small projects helping poorly served communities in the most deprived wards of Haringey and Enfield (specifically in Tottenham and Edmonton). The projects cover three themes agreed in consultation with our NHS charity peers in North Central London: culturally appropriate mental health supports for young people especially young Black men; support for those affected by long Covid in the most deprived communities; and tackling digital exclusion in the most deprived communities which prevents engagement with increasingly tech-enabled health and other services.

The RFC is the lead charity for this initiative on behalf of the 14 NHS charities in North Central London ICS. The role will involve working with the ICS inequalities team and three local umbrella groups to identify, fund and support up to 20 grassroots charities embedded in these communities across two years.

The project will support a range of communities who are not always well served by the standard NHS and statutory offer and who have been disproportionately impacted by Covid. Co-production will be an important element of delivery.

We are seeking an experienced contract delivery manager to be responsible for the overall management of the project. The postholder will be working with a broad range of stakeholders, partner organisations and local delivery partners to ensure delivery of the work packages is to time and budget.

Previous experience of project delivery management and stakeholder engagement is essential. Local knowledge of the target delivery areas (Tottenham and Edmonton) is desirable.

Key Responsibilities

- End to end contract management: oversight of the coordination and delivery of the programme in line with the grant contract with the funder (NHS CT).
- Ensure that the project is delivered on time and on budget.
- Develop excellent working relationships with all stakeholders and delivery partners.
- Ensure outcomes and lessons are captured.

The objectives and deliverables:

- Oversee the contracting with partner organisations and local delivery partners for the work packages.
- Be the main point of contact amongst stakeholders for all aspects of the project.
- Coordinate the stakeholder groups*.
- Manage the project budget and track and report on spend.
- Develop a risk register for key aspects of the project with mitigations.
- Coordinate the reporting of progress with partners and produce impact reports for the funder (NHS CT).
- Initiate and build excellent working relationships with all the stakeholders.
- Act as the advocate for the project with external audiences.
- Develop project plans tracking milestones, timelines and interdependencies using appropriate processes and tools.
- Identify the significance of issues as they occur and develop solutions to ensure project delivery.
- Manage potential deviations from agreed project plans to ensure the overall aims are met.
- Work with RFC communications team on all comms related activities.
- Produce a final impact report to capture lessons learned, relationships built, the impact on beneficiaries, and wider implications for population health and the NHS.

Stakeholder groups

- Partnership Board, made up of NCL NHS charity partners, ICS, CCG and local authority representatives, lead umbrella organisations and grassroots delivery partners will meet every six months to review progress, share highlights and challenges and capture lessons learned. The Board will be chaired by an ICS representative.
- Project Delivery Group, chaired by the CEO of the Royal Free Charity, will bring together the lead umbrella organisations quarterly to monitor progress against objectives, track grant expenditure, identify risks and challenges, and capture feedback for NHSCT.
- Umbrella organisations and their relevant grassroots delivery partners for each element of the work packages will meet monthly for reporting and progress monitoring.

Key Relationships

External

- Local umbrella community groups
- Grassroots delivery partners from the voluntary and community sector
- NHS CT
- NHS charities (NCL)
- ICS
- CCG
- Local authority representatives

Internal

- Grants team
- Communications team
- Finance team
- CEO

Project Management timetable

Activity	By when	By who
Project initiation and grantmaking	October 2021	Royal Free Charity and umbrella organisations
Meeting of full Partnership Board	October 2021	All
Project Delivery Group	December 2021	Royal Free Charity and umbrella organisations
Project Delivery Group	March 2022	Royal Free Charity and umbrella organisations
Lessons learned workshop	March 2022	RFC, umbrella organisations, grassroots delivery partners
Meeting of full Partnership Board	April 2022	All
Project Delivery Group	June 2022	Royal Free Charity and umbrella organisations
Project Delivery Group	September 2022	Royal Free Charity and umbrella organisations
Meeting of full Partnership Board	October 2022	All
Mid-point project report and review	October 2022	RFC
Project Delivery Group	December 2022	Royal Free Charity and umbrella organisations
Project Delivery Group	March 2023	Royal Free Charity and umbrella organisations
Lessons learned workshop	March 2023	RFC, umbrella organisations, grassroots delivery partners
Meeting of full Partnership Board	April 2023	All
Project Delivery Group	June 2023	Royal Free Charity and umbrella organisations
Programme ends	August 2023	All
Review of projects and lessons learned workshop	August-November 2023	All
Meeting of full Partnership Board	October 2023	All
Final project report	January 2024	RFC

General – We expect you to: -

- Be highly motivated and self-initiated with a non-judgmental approach
- Have a:
 - positive professional work attitude
 - presentable appearance
 - 'hands on' attitude with good attention to detail
- Have an ability to:
 - work unsupervised
 - work to tight deadlines and deliver results

- be flexible, tactful, diplomatic and supportive in your approach
- Treat everyone equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation, or any other equality characteristic

Qualifications, Experience, Skills & Knowledge

Qualifications

- Degree or equivalent
- Project management qualification or equivalent
- PRINCE2 qualification (desirable)

Experience

- Significant project/contact management experience, delivering community based projects or services
- An extensive track record of successfully managing large projects and/or programmes with multiple stakeholders
- Demonstrable experience and in-depth knowledge of project management methodologies
- A proven ability to deliver projects on time and on budget, using project management processes and tools
- Experience of working within, and local knowledge of, the delivery areas (Tottenham and Edmonton) or working within deprived communities.
- Cultural awareness and experience of delivering projects within diverse settings
- An understanding of population health and reducing inequalities between different groups (desirable)
- Experience of co-design and engaging with beneficiaries
- Experience of working within the charity and/or non-profit sector
- Understanding of confidentiality & working with integrity

Skills & Knowledge

- A proven ability to apply analytical and problem-solving skills
- Able to work collaboratively to deliver effective solutions to project-related issues
- Organisational awareness and ability to understand the sensitivities within a multi-stakeholder partnership
- Apply creative solutions to overcome obstacles to cooperation, progress and delivery
- Excellent relationship building skills working with a diverse range of stakeholders in a professional and engaging manner
- Demonstrable ability to take the initiative
- Able to work to multiple tight deadlines and prioritise the workload as appropriate
- Self-motivated, ability to work independently as well as work well within a team, with a flexible can-do approach to work
- Excellent eye for detail with high accuracy
- Excellent IT skills, including experience of using project management tools and MS Office
- Equal Opportunities awareness

- Able to deal with sensitive information in a confidential and professional manner

Other Requirements – We expect you to: -

- Be highly motivated and able to take the initiative
- Have a strong affinity with the NHS and philanthropic values
- Support your team and your other colleagues
- Attend meetings as required
- Adhere to charity policies, and all relevant legislation
- Be aware of the need to create equal opportunities
- Be committed to continuous learning, review and improvement of all services
- Be flexible and respond to the needs of services
- Meet regularly with the line manager
- Be aware of and have a good understanding of Health and Safety at Work and the Fire Procedure and understand the correct action to be taken in the event of a fire
- Read and adhere to the Organisation's policies and procedures
- Work to the Organisation's Vision, Mission, Values and Behaviour
- to undertake any additional relevant duties as required

This role description is not exhaustive and is subject to change to meet legislative requirements.