

## Programme Manager (Cheshire & Merseyside)

### JOB DESCRIPTION

35 Hours per week (1.0 FTE)

25 days holiday pro rata

NJC Points 32-35: £40,221 to £43,421 pro rata

7% pension contribution (with 1% contribution by employee)

*The role is permanent and will be subject to a 6-month probation review.*

*To further discuss this role, please ring Warren Escadale, CEO of VSNW, on 07753147664.*

**Application Deadline:** 9am, 26<sup>th</sup> April 2024

**Note:** We will be interviewing candidates online on **6<sup>th</sup> May 2024**. Candidates will receive an interview invite by 5pm on 2<sup>nd</sup> May 2024.

**Working arrangements:** To be agreed with the Chief Executive (numbers of days per week remote and in an office to be agreed but proximity to Cheshire/Merseyside is important).

## **Background – current funding**

This is a unique and pivotal role in supporting the VCFSE sector in Cheshire and Merseyside.

This role will manage and coordinate VSNW's work in Cheshire and Merseyside. At the heart of this are two projects: the VS6 Partnership's Reaching Communities Project (Liverpool City Region) and NHS Cheshire & Merseyside's VCFSE Transformation Programme.

Both projects are of national significance. VS6 is a, if not the, leading VCFSE partnership in England at championing the sector's role in an economic agenda.

The VCFSE Transformation Programme is one of a half-dozen leading programmes in England at developing the sector's role in the new NHS architecture; we, and our health partners, see driving genuine change, building a place-led health and social care system and promoting this Programme's national reputation as core ambitions this year and beyond. The Transformation Programme is a significant investment in the sector and includes sector secondees, sector representatives, research, and grant investment to drive forward the nine place-based partnerships of Cheshire and Merseyside.

## **About VSNW**

VSNW is expanding our delivery and engagement work. We are creating a number of new posts. We have developed a new three-year strategic plan and delivery offer in each of the five sub-regions of the North West.

We have a good reputation nationally, are well connected in the North West, and we focus on three thematic areas in order to meet our mission to support the 50,000 groups in the region to play their part in shaping the future of the North West: health and social care, inclusive economy and addressing inequality.

Given the increase in our capacity, this is a pivotal moment in our 25-year history. This senior role, working closely with and reporting to our Chief Executive, will be part of our senior management team, central delivery of our work in Cheshire and Merseyside and to support us grow rapidly while maintaining the quality of our work.

Our ambition is to increase our impact and capacity to drive genuine change through and with the voluntary, community, faith and social enterprise sector.

Further details about VSNW and our strategic plan are available here: [www.vsnw.org.uk](http://www.vsnw.org.uk)

## **About the VS6 Partnership**

The VS6 Partnership is the lead body for representing and networking the 8,600 groups, which operate across the Liverpool City Region (LCR). It works closely with the Combined Authority and the local Enterprise Partnership, as well as NHS Cheshire and Merseyside. It operates with an independent chair, a partnership of active and committed Chief Executives and engages widely with the sector.

Following extensive consultation, the partnership seeks to implement the LCR VCFSE Manifesto.

This work is funded through a Lottery Reaching Communities project that runs concurrently with the Metro Mayor's current term of office: 31<sup>st</sup> April 2024. The focus of this project's delivery put simply is to support VS6, drive the VCFSE Manifesto and engage widely with the sector in LCR.

VS6, established in 2015, is one of VSNW's core partners. Further details about the VS6 Partnership and the manifesto are available here: <https://www.vs6partnership.org.uk/>

### **About Cheshire & Warrington Infrastructure Partnership (CWIP)**

CWIP is a newer partnership than VS6 with its own terms of reference. The focus of CWIP's work to date has been: Health and Social Care, which will be delivered through the VCFSE Transformation Programme (see below); engaging with the Cheshire and Warrington Local Enterprise Partnership; and through the development of a light-touch pulse survey assessing economic and pandemic impact on the sector and the sector's beneficiaries.

CWIP, established in 2020, is one of VSNW's core partners. Further details about CWIP are available here: <https://www.cwip.org.uk/>

# Programme Manager (Cheshire & Merseyside)

## JOB DESCRIPTION

### Main Purpose

This role will manage and coordinate VSNW's work in Cheshire and Merseyside. At the heart of this are two projects: the VS6 Partnership's Reaching Communities Project (Liverpool City Region) and NHS Cheshire & Merseyside's VCFSE Transformation Programme.

### Reporting Responsibility

The post holder will report to, and managed by, VSNW's Chief Executive.

### Principal Duties

1. Ensure effective management, coordination and delivery of the Cheshire and Merseyside (C&M) VCFSE Health and Care Transformation Programme:
  - Ensure VCFSE Leaders are involved and invested in the vision, purpose and work of the ICS.
  - Appointment and coordination of four senior secondees (one day per week equivalent) to support delivery of this strand of work.
  - Coordinate delivery of a Place Based Transformation programme, including developing models of effective and integrated (with VCFSE groups) health neighbourhoods.
  - Support VCFSE representatives and engagement in ICS workstreams, including modest backfill costs in order to support voices of marginalised communities
  - Link C&M VCFSE staff into leadership and wider workforce training and development opportunities
  - Ensure effective two-way flow of communications into VCFSE networks across Cheshire and Merseyside
  - Through VCFSE networks, support models of inclusion as part of the development of ICS workstreams
  - Research and Insight: With partners agree and deliver a programme of research and insight about VCFSE capacity and models of delivery, and link this intelligence into the 9 Places and the C&M workstreams.
2. Ensure that the VS6 Partnership continues to operate in an effective and collegiate manner.
  - With administrative support, provide a high quality secretariat and support offer to the VS6 Partnership. Strategic insight will be a key part of this.
  - With partners, lead on the coordination of an agreed LCR VCFSE Manifesto delivery plan.
  - Work with our Operations Director to ensure effective monitoring and reporting to the Lottery and other funders as appropriate.
  - With our Communications support, ensure VS6's communications are purposeful and of high quality.

- With our membership and events support, ensure a programme of events that support delivery of the VCFSE Manifesto. A key part of the work in LCR, has been the development of an Assembly engagement and consultation model.
  - With our Research and Policy Officer support, ensure that VS6 and the wider sector have access to timely research and intelligence.
3. Support the development of the more recently formed Cheshire & Warrington Infrastructure Partnership (CWIP).
    - With administrative support, provide a secretariat and support offer to CWIP.
    - With partners, agree and support the delivery of key goals.
    - With our Communications support, ensure CWIP's communications are purposeful and of high quality.
    - With our Membership and Events support, provide event support aligned to agreed goals.
    - Ensure that CWIP's requests for research and policy support feed in to VSNW.
  4. Be a committed member of VSNW's Senior Management Team.
  5. Contribute to the delivery of VSNW's Strategic Plan, including:
    - Embed VSNW's Strategic Delivery Plan goals and metrics in project and programme delivery.
    - Seek to support and develop effective routes for influencing through relationships in Cheshire and Merseyside.
    - Contribute to VSNW's capability to promote the sector across the region and nationally.
    - Support monitoring, reporting and promotion of exemplar VCFSE work.
  6. Effectively support and line-manage the Research and Communications Coordinator.
  7. Ensure effective delivery of additional contracts (e.g. additional consultancy and engagement pieces of work) that support delivery of our work in Cheshire and Merseyside, or make the case for the sector across the North West.
  8. Work with VSNW's Operations Director to ensure contracting, reporting, and internal and external resource coordination, finance, HR and other organisational requirements are met, and that these elements support the effective delivery of your work.
  9. Agree and contribute to key income generation goals in order to support effective and sustainable delivery of VSNW's work.

**Warren Escadale**  
**VSNW CEO**  
**March 2024**

# Programme Manager (Cheshire & Merseyside)

## PERSON SPECIFICATION

### Experience

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- \*Experience of managing and coordinating projects in order to drive delivery
- Experience of driving impact through subcontracting
- \*Experience of creating strategic opportunities and policy insight for the VCFSE sector
- Experience of VCFSE infrastructure work and working with VCFSE partnerships
- Experience of line-managing staff and being a senior manager
- Experience of income generation for strategic work

### Skills, knowledge and abilities

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- \*Excellent Project Management skills
- Good data analysis, planning and organisational skills
- Ability to create a good plan and determination to accomplish goals
- \*Good leadership qualities with the ability to provide direction
- \*Excellent written and verbal communication skills, including editorial copy

### Other requirements

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- Commitment to development work that empowers participants and communities.
- Commitment to working collaboratively with VSNW team members and partners
- Willingness to travel widely across the North West region.
- Adherence to VSNW's Equal Opportunities Policy.

### \* Essential criteria