

Job Summary

Job title Senior Project Officer (Health and Disability)

Team: Health, active ageing and disability

Salary scale: Up to £28,000 FTE
(dependant on experience)

Contract: Permanent

Reporting to: Strategic lead for health, active ageing and disability

Location: City Works Gloucester and remote working

Hours: Full-time 37.5 hour per week

(Secondments, job share and part time of a minimum of 30 hours per week considered)

Job purpose

We are looking to recruit a Senior Project Officer to join our friendly, inclusive and hardworking team at Active Gloucestershire. This valued team member will play a key role within the health, active ageing and disability team to help deliver on and develop our business priorities. The Senior Project Officer will work across both health and disability, manage key contracts, relationships and build effective, trusted and collaborative partnerships with diverse people and organisations from across the health, care and community sectors.

- Deepening our influence across the health system.
- Building capacity across the physical activity and community sector to enable diverse and inclusive activity.
- Increasing advocacy for physical activity across health and social care.
- Enabling organisations to deliver quality, accessible and inclusive physical activity within their provision and services.

Our culture

At Active Gloucestershire, the way in which we work is as important to us as the outcomes we achieve. Therefore, we would like all our employees to embrace our organisational values and behaviours.



Be brave

The best way to see if something works is to give it a go



Be curious and listen hard

Gather learning, insight and data and look to understand the experiences of those with perspectives furthest from our own



Stand shoulder to shoulder

Ask for help when you need it, offer it when it will be useful and be prepared to grow ideas together



Go where the energy is

Focus on strengths, emphasise the positive and gently challenge the negative



Build relationships of trust

Invest in others, as much as in getting things done

You will

- Advocate for **we can move** across a range of local forums and relationships in the health and care system.
- Connect and collaborate with key partners to ensure that physical activity is part of local health and care priorities.
- Manage contracts, ensure delivery of expected outcomes and maintain relationships with funders.
- Support and enable partner organisations to deliver inclusive activity opportunities that meet any agreed outcomes and contract objectives.
- Manage budgets for your work areas and contribute towards income generation and investment.
- Support the strategic lead in connecting with local, regional and national stakeholders in the health and public health spaces to learn, gather insights and bring learning back into the county too support our physical activity and health priorities.
- Enable us to grow our learning and evaluation culture by producing a range of reports that evidence and bring to life the work that we do in an accessible way.
- Support the facilitation of key networks for older adults and inclusion.
- Represent Active Gloucestershire at health and care forums including Integrated Locality Partnerships, local networks related to your business areas and relevant communities of practice.

Our ideal candidate

- You will have experience of working in a team and connecting with a diverse range of health, care, disability and community organisations.
- We would really like you to demonstrate a track record of building strong relationships of trust around shared values and visions.
- Collaboration and connection is key to our work. We need to see that you have managed key stakeholder relationships that would include health leads, community organisations and people with lived experience of long-term conditions and disabilities.
- To support the growth of our health and disability work, you will need to have good knowledge of the local and national landscape in both areas.
- Understanding the barriers and enablers older adults and people with disabilities face when trying to live more active lives is important so that we can make positive changes to activity levels.
- We need you to be proactive and able to work on your own initiative.
- IT systems support us to do our work well. You must be able to use a range of IT applications. Experience of project management systems is also advantageous.
- We get involved in lots of things, therefore having a flexible attitude to work and being able to take on a variety of tasks is crucial in this role.
- We value and welcome lived experience. Whether direct personal experiences or experiences supporting others, we would welcome someone who brings lived experience of long-term conditions and disability to the role.

Confidentiality

Data privacy and security is very important to us. Any information you provide will be dealt with in the strictest confidence. It will be stored and managed in accordance with GDPR guidelines.

Disclosure

Because of the nature of the work of our organisation, we take Safeguarding very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our Child Protection Officer or a member of the management team.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential.

If you are successful in your application, you may be required to have a DBS check depending on the nature of work undertaken.

Equality and diversity statement

As an employer, we are committed to encouraging equality, inclusion and diversity within our workforce. We seek to ensure that our team reflects the communities we serve, knowing that this diversity will help us to better understand their needs and priorities. We recognise our legal obligations under the Equality Act 2010 and aim to ensure that every member of our staff can work in an environment that promotes equality of opportunity, dignity and respect for all. We will not tolerate any unlawful or unfair acts of discrimination against any member of staff, because of a protected characteristic or any other form of harassment or bullying.

We adopt an 'anonymised recruitment' approach to recruiting new employees, which removes the candidate's name, age and gender, ensuring that we hire on a merit only basis.

Further information

For further information about this role, please contact:

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