

JOB DESCRIPTION

POLICY PROJECT LEAD: 'ADULTS WHO CARE' (LONG TERM RELATIONSHIPS) – POLICY, PARTNERSHIPS AND DEVELOPMENT TEAM

1.0 Purpose and responsibilities

1.1 Purpose of the role

To scope and initiate the 'Adults Who Care' project on behalf of the organisation. The aim of this project is to secure long-term, reliable compassionate relationships for young people and young adults in or leaving care.

1.2 Principal responsibilities

The main responsibilities associated with our Project Lead roles are to:

- Help develop projects from early stages
- Drive partnerships necessary to the project
- Drive project from initiation to launch
- Where appropriate run with/manage the project, embed, continue and develop it
- Where appropriate, oversee the handover to the operations team or partner organization.

2.0 Person specification

2.1 Personal qualities, skills, qualifications and experience

- Personal qualities/qualifications – intelligence, drive, flexibility; no specific qualifications are required.
- Personal qualities – will show a clear commitment to the aims of the project and to positive outcomes for the young people and young adults involved
- Personal qualities – will be able to work in a diverse team
- Skills – good communication and people skills
- Skills – excellent project management skills
- Skills – excellent partnership skills – these projects will be reliant on multi-faceted partnerships
- Experience – suitable candidates will be able to show how they have managed/run/initiated projects of a significant scale in previous roles. These projects need not be related to the work of CR.

3.0 Terms and conditions

3.1 Reporting and support procedures

This role reports to the Head of Policy, who also provides e-mail, phone and virtual support as, and when, is necessary.

3.2 Location

It is expected that the postholder will work remotely.

3.3 Hours

Hours for this role are flexible but it is likely to encompass 4-8 hours per month.

3.4 Pay

This is a voluntary position and as such there is no direct financial remittance for the hours worker.



4.0 Contact details

For more information on this role, or to receive a paper copy of our application form, please contact:

ed@concreterose.co.uk