



Programme Manager – Sickle Cell Children & Young Person’s Peer Mentoring Programme (North West Region)

The Sickle Cell Society is looking for a Programme Manager to join the team to oversee operations of the North West region Sickle Cell Children and Young Person’s mentoring programme. The Peer Mentoring programme aims to improve the health and wellbeing of young people with Sickle Cell Disorders (SCD).

Post:	North West Programme Manager – Sickle Cell Children & Young Person’s Peer Mentoring Programme
Base:	Flexible working (1-2 days in the office)
Accountable to:	CEO of Sickle Cell Society
Manages:	N/A
Hours:	Full-time
Salary:	£28,000-£30,000 (pro rata)
Length of contract:	Fixed term, 24-months (post will be continued subject to the outcome of negotiations with funders).

Job Purpose

The North West Programme Manager will be overseeing the success and delivery of the aims and objectives of the peer mentoring programme across Manchester, Liverpool and Sheffield. The Programme Manager will be responsible for collecting data and liaising with commissioners for the monitoring and evaluation of the programme. The role will entail managing the project budget and building close relationships with local key stakeholders including NHS Integrated care boards (ICB’s), Lead Mentors and NHS England. The post holder will have regular meetings for input and guidance to complete tasks to specified timelines. This role would suit an experienced Programme Manager.

About the Children and Young Person’s Mentoring Programme

The aim of the Sickle Cell Children & Young Person’s Peer Mentoring Programme is to improve the health and wellbeing of young people with SCD through training, emotional support from mentors and peer-support, improve young people’s understanding and management of the condition, improve young people’s ability to negotiate transition from paediatric to adult services, encourage young people’s involvement in volunteering to support others with the condition and engage more with their local community. Following evaluation from our London pilot, we are now rolling out the mentoring scheme across the whole of London. We have also been awarded funding to roll the programme out across the North West, focusing on Liverpool, Manchester and Sheffield.



Key responsibilities and duties

- To work closely with and liaise with the Lead Mentor for each of the local ICBs to ensure there is a smooth running of the service in each region.
- To report back to the Lead Mentors on a regular basis and provide each regional Lead with the necessary information required to ensure KPIs are met, and the project delivered on time and to budget.

Job description

This job description is intended to assist the post holder to understand his/her duties/main responsibilities. It may be amended from time to time, as the post develops.

- Develop, co-ordinate and deliver all aspects of the Peer Mentor Project, with the support of the CEO and the wider Peer Mentoring Team.
- Support with the completion of mentors DBS checks; witness and collate ID, use an online system to process the safeguarding checks and keep records to monitor the status of checks through to completion.
- Actively engage Peer Mentors and service users in the on-going service design and any changes to delivery.
- Gather/collate and analyse all monitoring information/data and use this analysis to provide timely reports to key stakeholders and to identify, discuss and agree any changes or improvements required for effective delivery of the service.
- Maintain accurate, up to date records and work in accordance with organisational guidelines and procedures.
- Undertake continuing professional development including participating in supervision, performance appraisals and training as/when required.
- Ensure safe systems of work and a safe environment are maintained.
- Be the responsible person for day to day monitoring and evaluation of the programme. This will include working with an external consultant on the development of monitoring tools to meet KPIs outlined in the project framework and liaising with and providing the consultant with information and data to support development of the external evaluations (mid-point and at project end).

General

- Attend mentor team meetings, collaborate with other mentor colleagues where appropriate and contribute to the development of mentoring programme at the society.
- Adhere to relevant policies including equal opportunities and safeguarding.
- Actively promote and support safety and wellbeing of students and volunteers and always comply with the Sickle Cell Society's safeguarding policies.
- Undertake any other reasonable duties as requested by your line manager.

This Job Description is not definitive and outlines key accountabilities – all colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of project goals.



Person specification

Introduction You are advised to read the following notes carefully. You must demonstrate in your application form how you meet the criteria listed below.

Essential skills and experience

- A minimum of 2 years' work experience, preferably in a Programme Manager role
- Experience of working on own initiative and with others - E
- Experience of leading and developing people, including providing effective supervision - D
- Experience of delivering or supporting a peer mentor project - D
- Experience of service improvement including service user involvement - D
- Knowledge and experience of working with vulnerable groups and/or young people - D
- Knowledge and experience of safeguarding children and vulnerable adults' procedures and legislation. - D
- Knowledge of NHS services - D
- Knowledge of local services to signpost, where appropriate, young people affected by SCD – D
- Experience of managing a budget - E
- Experience of managing projects - E

Competencies

- Shows empathy to people experiencing difficulty –E
- Good listening skills – E
- Non-judgemental about a person's circumstance or situation- E
- Understanding and application of confidentiality - E
- Excellent IT skills and competency in MS Office applications - E
- Possesses Excellent oral communication and writing skills with thoroughness, accuracy, and attention to detail – E
- Possesses excellent time management skills and experience of prioritising effectively -E
- Ability to collect and analyse data – E

Attributes

- Shows confidence in dealing with people and situations – E
- Excellent interpersonal skills – E
- Demonstrates a willingness to learn- E
- Is enthusiastic about the sickle cell cause – E
- Willing to work at weekends or evenings if necessary -E

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check. The successful candidate will be required to comply with the Sickle Cell Society's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.



To Apply

Please complete the **Application Form** and send it to mentors@sicklecellsociety.org before the closing date.

Please note all applicants must reside in the UK.

Closing date for applications: Friday 19th April

Interview : Friday 10th May

Revised : March 2024