



## **Project Lead (Falls Campaign)**

HOURS OF WORK: MONDAY TO FRIDAY – 37.5hours per week (minus 30 min break unpaid)

TIME: 09:00 – 17:00

CONTRACT: 18 month Contract

LOCATION: Working from HCPA Office Welwyn Garden City

RESPONSIBILITY TO: Programme Manager for Integration

SALARY : £25,000 per annum (37.5 hours per week) Band M1 £25,000 - £29,000

### **SCOPE OF JOB**

Hertfordshire Care Providers Association (HCPA) is a small company set up to support care providers within Hertfordshire. Support is given to our members via funded training, information and advice.

We are going to run an 18 month Falls Campaign for Hertfordshire adult care providers. This campaign sets out to define existing Falls Prevention, interventions and Rehabilitation services available in the Hertfordshire community for individuals aged 65+ and link these to a future vision for falls prevention and intervention services working together to provide improved outcomes and reduction in the number of falls.

The Falls campaign will have a focus on exercise being delivered directly to service users in the community, linking with GP's, hospital frailty teams and support at home providers, as well as direct education for care providers to be able to deliver exercise back in their services. Additionally to this the project will be pulling together tools, resources and promotional material that can help towards reducing falls and educating care staff and the public, coordinate awareness level training for social care staff, linking and promoting falls prevention technology and our Physiotherapy Support Facilitator Role training programme.

This job requires a competent project lead with previous experience managing projects and keen to see projects through from beginning to end, additional experience in Sports and exercise education is a bonus.

The Project Lead will need to manage aspects of the project including keeping the plan up to date, meeting KPI's, tracking risks and issues, attending meetings, creating frequent reports for Programme Manager for Integration, approving and developing marketing materials for project, organising events and forums, attend and manage meetings with key partners and complete analysed evaluation through project.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Managing/creating Project Plans and keeping up to date
2. Keeping track of all risks and issues of projects
3. Keeping track of all project KPI's and make sure they are being met
4. Booking and running training/events
5. Working with Smile Fit Lead– checking content of training, classes and resources

6. Working with department marketing lead to develop all promotional materials for Falls Campaign
7. Work with key professional to create content for Tools and checklists
8. Carrying out evaluation of project, including visits and creating analysed reports
9. Supervising project support for project related tasks
10. Attending and coordinating meetings with regards to the projects with outside partners and covering for Programme Manager for Integration when necessary
11. Creating wording for marketing literature to share with Marketing Co-ordinator
12. Approving marketing materials
13. Creating change requests where necessary
14. Managing Falls events/forums and other possible events around integration
15. Keeping all documents and paperwork relating to project up to date and standardised.
16. Signing up new companies onto all elements of the project
17. Carrying out evaluation and support visits to providers
18. Editing analysed evaluation reports on projects
19. Sending manager monthly reports on the progress of the campaign, including data.
20. The post holder must monitor the spend of defined projects and work with the Programme Manager to ensure that projects are completed within the defined budgets.
21. The post holder will complete and/or maintain all project management documentation. This ranges from project initiation documents, milestone checklists and project reports
22. The post holder is required to develop and maintain project management and monitoring documentation and systems using a range of software applications
23. Any general tasks as requested which contribute to the smooth running of HCPA

### **Essential technical knowledge and skills**

- Would suit someone with a business degree/health or Social Care background/Project Management Experience
- A high degree of computer literacy along with a strong working knowledge of the Microsoft Excel, Power Point, Project, Word
- Strong interpersonal and verbal communication skills (with people at all levels of the organisation)
- Excellent standards of written documentation
- Self-motivated, with excellent ability to work on own initiative
- Excellent team-working skills with willingness and ability to engage with others at all levels of the organisation
- Excellent organisational and administrative skills
- Ability to analyse information and present it in a clear, concise way
- Enthusiastic, committed, proactive and resourceful
- Must be able to successfully multi task displaying excellent time management and organisational skills
- Ability to work under pressure without compromising the quality of work
- To work independently.
- Experience in managing projects

### **Health & Safety**



You will be required to adhere to Health and Safety requirements and instructions and bring to notice any apparent shortcomings or potential hazards.

### **Supervision**

Quarterly supervision with Programme Manager for Integration and annual appraisal.

The duties and responsibilities outlined above do not represent a full list of the tasks the postholder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The postholder will be consulted before major changes to duties and responsibilities by management.

### **Personal Qualities**

A really good communicator (face to face and on the telephone) who enjoys working with people and can work as part of a team. Committed to the company ethos of helping our members raise their quality standards. Well-presented and tidy. Keen eye for detail and use of professional language in all communications. Ability to be punctual.

### **Education /Qualifications**

Educated to at least Grade B GCSE English

Desirable- Prince 2 Foundation and Practitioner - training would be given to the right candidate

**PROBATION:** this job will be subject to a 3 month probation period