



## Leicestershire Cares

### Job Description

**Job Title:** Powering Up Project Development Manager

**Job Purpose:** Lead the work of our “Powering Up” project with care experienced young people (CEYP), ensuring staff, partners and young people are working together so that:

“CEYP across LLR develop key soft and hard skills, confidence, peer and community networks, and connections that will enable them to live happy and rewarding lives.”

**Reports to:** Head of Children and Young People

**Weekly hours:** Full-time (35 hours per week)

**Type of Contract:** Fixed term until 31<sup>st</sup> March 2025: Funded by Esmee Fairbairn.

### Background and brief description of project

Leicestershire Cares is an award winning, creative and results-orientated charity that works across Leicester, Leicestershire and Rutland. We work with local businesses, community, schools and local government to ensure that no one is left behind and all children and young people are supported to reach their potential. Our approach to working with young people is based on our [‘Power to Change’ model](#) and our [vision, mission and values](#).

The Powering Up project is funded by the Esmee Fairbairn Trust and will build on the [successful work we have developed with care experienced young people](#) (CEYP). This project will seek to encourage creative partnerships between CEYP, community groups, businesses and local authority staff. It is built on the assumption that CEYP lead complex lives and need to be supported to develop Power Within, Power With so they can use Power To.

The project will benefit from being part of the [Esmee Fairbairn leaving care portfolio of work](#) and the postholder will be expected to attend learning events and share learning with CEYP projects from around the UK.

As well as direct work with CEYP, the postholder will work with the wider Leicestershire Cares team and relevant partners to influence how policy and practice for CEYP is developed and implemented.

You will have a budget to employ part-time staff. You will be part of our Children and Young People team, which has staff who specialise in working with young offenders, NEET young people and promoting employability work across schools. Our Community Development team has strong links with a diverse range of community groups who also support young people, and it is expected that you will work with them to develop and deliver work which supports CEYP in these communities.

As with all our work you will be expected to be creative and agile in identifying and nurturing a variety of ways for the local business community to support the work of the project.

## **Main Responsibilities**

### **Project delivery**

Proactively build relationships with CEYP in a variety of settings and with team develop a range of projects and initiatives to support them.

Develop a steering group of CEYP that will meet monthly to guide the work of the project and play an active role in our advocacy and networking.

With team, CEYP and partners develop awareness raising tools and sessions to educate community, business and LA staff about the needs of CEYP.

Proactively build relationships and networks with a wide range of community groups who can support CEYP.

Proactively build relationships with the business sector and identify “creative” ways they can support CEYP.

Proactively build relationships and trust with relevant local authority staff, foster parents and children’s homes so they support our work and refer CEYP to us.

### **Project Management**

Lead and oversee development and delivery of a project plan that clearly identifies key goals, activities, outcomes, KPIs and timelines. This plan will cascade into individual workplans for any part-time staff you manage.

Inspire, manage, supervise, coach and mentor team members to develop and deliver high quality, high impact programmes and projects. When required, address any performance management issues that arise.

Have a monthly recorded supervision session with each team member you supervise.

Ensure all team members understand and meet all internal and external reporting deadlines.

Play a key role in ensuring team are networking business, children’s homes, foster parents, local government, community and business sector.

## Planning, monitoring, evaluation, reporting and PR

Ensure a relevant team workplan with key performance indicators is developed and updated on a monthly basis.

Coordinate and oversee quarterly reviews of your work that actively includes participants and key stakeholders.

Ensure donor reporting and record keeping requirements are understood, adhered to and all deadlines are met.

As required, attend and feed into donor practice sharing and learning events.

Implement and maintain office systems, including comprehensive case file management to donor audit standard. Ensure data and activities are accurate and up-to-date in order to provide effective monitoring and evaluation of the scheme.

Be able to share learning arising from the work of the project to a wide range of audiences in a creative range of formats such as written reports, one-page success stories, web blogs, regular tweets, presentations, and group and one-to-one meetings.

Provide regular updates that include “hard” and soft data and case studies, an annual report and, as and when required, provide briefings for the board.

## Administration and finance

Ensure all internal and external administration and record keeping requirements are understood and implemented across the project and are compliant with GDPR requirements.

Manage your budget and work with finance staff to ensure all financial reporting requirements are understood and implemented across the project.

As and when required issue petty cash payments to participants for expenses and ensure all records and supporting information is accurate.

## General

Work constructively as part of the Leicestershire Cares team participating in team meetings, sharing relevant learning as required and collaborating on joint tasks as and when required.

Understand and implement all relevant Leicestershire Cares admin, finance, HR, logistics, equal opportunities, health and safety and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

## Person Specification

### Essential

Proven experience of developing, leading and coordinating empowering projects and group work with disadvantaged children and young people (CYP).

A good understanding of the many complex and overlapping issues that lead to disadvantage, discrimination and exclusion amongst young people and ability to build effective professional relationships with young people.

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

An entrepreneurial approach to development and the ability to work with and engage businesses, community groups and local authority staff in the work of the project.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, meet deadlines, produce reports and monitor and evaluate work.

Ability to manage, supervise, coach, mentor and performance manage staff.

A creative, agile “can do” flexible, problem-solving attitude and willingness when required to work evenings (normally no more than two a week) and occasional weekends.

Emotional resilience to cope with the stresses and strains caused by working with at risk/disadvantaged/vulnerable groups.

Ambition to grow and diversify the project and willingness to work with Leicestershire Cares staff to identify and win new resources for the project.

Strong commitment to ongoing reflection and learning.

A team player, who is willing to reflect, learn, share and if required challenge.

Confident IT user at ease with Microsoft packages.

Full driving licence and use of car. Mileage reimbursed at 45p per mile.

### Desirable

Experience of working with care experienced young people.

Experience of working with businesses.

Experience of supporting and working with volunteers.

**This post will require an enhanced DBS check.**