### Job Description

**Job title: Young people social action and wellbeing project officer**

**Grade: 8 Post number: Hops259**

**Directorate: Communities and Intelligence**

**Unit: Team London**

#### Job purpose

To oversee the #Iwill/SUTS/Thrive LDN Team London grant programme of £600k over three years, focused on young people’s volunteering and social action and volunteering. Work strategically across internal and external stakeholders to embed best practice approaches to grant giving and social action and volunteering for vulnerable young people. Draw together learning and evaluation findings from the portfolio of projects within Young London Inspired and provide secretariat services to the Programme Board.

#### Principal accountabilities

1. Manage the £600k three-year #Iwill/SUTS/Thrive LDN grant programme focused on social action and volunteering for young people aged 10-20 from targeted groups, of which at least 75% must be new to volunteering, ensuring that each grant stream complies with the size, term and targeted organisational requirements set out by the funders (GLA Thrive LDN/#Iwill/SUTS).

2. Design appropriate programme application processes and guidance for the annual medium grants application round to ensure that applicants can access the programme effectively and applications can be assessed in accordance with Thrive LDN, the matched funders and GLA governance requirements.

3. Research organisations to target them for the application process, ensuring that innovative cross London organisations working with our chosen cohorts are identified and positive relationships are built.

4. Review the large grant portfolio on an annual basis, evaluating progress, reviewing deliverables and setting targets going forward and then making recommendations to the Deputy Mayor and Mayoral Health Advisor (via the Advisory board) to continue funding.

5. Review and analyse the annual applications for the medium grants round to create a balanced portfolio of recommendations for approval to go to the Deputy Mayor and Mayoral Health advisor (via the Advisory board) to obtain funding approval.

6. Work at a strategic level with NHS CCG colleagues to influence the approach to volunteering and social action work with young people from a wellbeing and emotional resilience perspective, ensuring that commissioning approaches in STPs (Strategic Transformation Plans) learn from the programme and build in funding and support for this approach in future.

7. Design monitoring and evaluation templates and create case studies, working with colleagues across the GLA, Advisory Board and the #I will/SUTS learning hub to ensure that evaluation requirements from grantees are met and also that our lessons learnt and policy insights are shared.

8. Design and deliver conferences/networking events to engage the grant holding community with Team London, Thrive LDN and #Iwill/SUTS and ensure that learning from the programme is clear and transparent.

9. Manage the contract with V Inspired to deliver the cashpoint grant portfolio from 2017-2020, ensuring that target young people are reached and the necessary data on outputs and outcomes is tracked during the life of the programme.

10. Create and manage a programme advisory board for the Young London Inspired programme, working with the Health Team, Thrive LDN and external stakeholders. Report on the findings of the board to Deputy Mayor Matthew Ryder and the Mayoral Health policy advisor.

11. Represent the programme at external events as required, work with the Team London Young Ambassadors Programme team in Team London and the programme delivery partner, deal with day to day queries, escalate complaints/issues, support other activities across the team as required.

1. Manage staff and resources in allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
2. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.
3. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.

#### Key contacts

**accountable to: Senior Manager Team London**

**accountable for: Resources allocated to the role, and the grant pot of £600,000k p.a.**

**Person specification**

**Technical requirements/experience/qualifications**

1. Experience of working in the voluntary and community sector and/or health sector with young people, particularly from hard to reach groups, and with volunteering and social action and the safeguarding requirements associated with working with young people
2. Understanding of the health policy context and the priorities for London including health inequalities
3. Experience of managing and administrating small grants, working with grantee organisations to ensure that processes and procedures and clear and proportionate and that data is monitored, collected and analysed so that programme achievements and lessons are transparent.
4. Ability to communicate, in writing and in person, to a wide variety of diverse types of audiences
5. Experience of complex multi-stakeholder programme management including monitoring and evaluation
6. Experience of managing and creating networks

**Behavioural competencies**

**COMMUNICATING AND INFLUENCING**

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

**Why is it important?**

So that we can effectively engage our diverse audience - colleagues, eternal partners and Londoners - and ensure they understand, respond to what we do and help us to deliver.

**Level 2**

Communicates openly and inclusively with internal and external stakeholders

Clearly articulates the key points of an argument, both in verbal and written communication

Persuades others, using evidence based knowledge, modifying approach to deliver message effectively

Challenges the views of others in an open and constructive way

Presents a credible and positive image both internally and eternally

**STAKEHOLDER FOCUS**

… is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.

**Why is it important?**

Stakeholders are anyone (internal or external) on whom our work impacts. We need to manage their expectations, respond to their aspirations and use diverse views to shape our work and deliver our vision for London.

**Level 2**

Seeks to understand requirements, gathering extra information when needs are not clear

Presents the GLA positively by interacting effectively with stakeholders

Delivers a timely and accurate service

Understands the differing needs of stakeholders and adapts own service accordingly

Seeks and uses feedback from a variety of sources to improve the GLA’s service to Londoners

**PLANNING AND ORGANISING**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

**Why is it important?**

Success is measured by results. We will be judged by our ability to turn ideas and opportunities into concrete actions, working in partnership with others to deliver clear outcomes for Londoners in priority areas.

**Level 2 indicators**

Prioritises work in line with key team or project deliverables

Makes contingency plans to account for changing work priorities, deadlines and milestones

Identifies and consults with sponsors or stakeholders in planning work

Pays close attention to detail, ensuring team’s work is delivered to a high standard

Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**ORGANISATIONAL AWARENESS**

… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

**Why is it important?**

We are a high-profile organisation, balancing statutory responsibilities with different demands and agendas. Our decisions can have wide repercussions on Londoners and beyond so we need to be able to navigate carefully and sensitively.

**Level 2 indicators**

Challenges unethical behaviour

Uses understanding of the GLA’s complete partnership arrangements to deliver effectively

Recognises how political changes and sensitivities impact on own and team’s work

Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas

Follows the GLA’s position in the media and understands how it impacts on work

**RESPONDING TO PRESSURE AND CHANGE**

… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

**Why is it important?**

We operate in a challenging social, economic and political context that is constantly changing. We need to respond to this positively and resiliently to ensure we continue to meet the needs and expectations of Londoners.

**Level 2 indicators**

Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure

Anticipates and adapts flexibly to changing requirements

Uses challenges as an opportunity to learn and improve

Participates fully and encourages others to engage in change initiatives

Manages team’s well-being, supporting them to cope with pressure and change

**BUILDING AND MANAGING RELATIONSHIPS**

… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

**Why is it important?**

Having good working relationships with colleagues and effective alliances with eternal partners will help create an organisation people want to work with, enabling more effective delivery of the organisation’s strategic priorities.

**Level 2 indicators**

Develops new professional relationships

Understands the needs of others, the constraints they face and the levers to their engagement

Understands differences, anticipates areas of conflict and takes action

Fosters an environment where others feel respected

Identifies opportunities for joint working to minimise duplication and deliver shared goals

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.