

**Project Manager – Exploring Social Franchising and Licensing Pathway Hospital Model**

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| **Hours: 37.5 hours per week**  | **Pay: £36,500 per annum** |
| **Fixed Term post to 31 December 2018 (extension depends on project continuation)** |
| **Place of work: 250 Euston Road, London NW1 2PG** |

**Role/Job description**

**Purpose:**

Pathway’s focus is to improve health and healthcare provision for people who are homeless and other deeply excluded groups of people, and to engage support for homeless people to address other issues in their lives, by working in partnership with the multiple agencies involved. Pathway set up and hosts the Faculty for Homeless and Inclusion Health which was established to re-affirm the fundamental rights of homeless and other excluded people to be treated with dignity, compassion and respect.

Pathway wants to employ a suitably skilled project manager to manage phases 1 and 2 of a new programme to explore whether Pathway’s ‘Team in a Hospital’ model can be spread to more hospitals across the NHS, perhaps using a social franchising and/or licensing approach. The project is fully funded by The Health Foundation. The role is based at Pathway’s office at 250 Euston Road, London, NW1 2PG. It is full time and is initially limited to the life of the project, currently to 31 December 2018. If the work is successful, further funding may be available to move the project to an implementation phase, when the project manager role is likely to be extended.

The main purposes of the role are to:

* Project manage the following processes:
* development of a ‘scaling strategy’ for the Pathway team in a hospital model
* development of a replication model including the contribution to and ongoing ownership of the financial model
* development of systems, processes and documents required to implement and sustain the replication model
* assist with the identification and recruitment of pilot sites
* Be the key contact for Pathway with Spring Impact, the specialists consultants partnering Pathway in this project

**The role**

* Coordinate arrangements for observational visits, interviews and workshops associated with the project
* Attend and participate in workshops associated with the project
* Coordinate, develop, write and collate materials associated with the development and documentation of the strategies, models, systems and processes, ensuring high quality and timely input
* Report progress to Pathway’s Executive Team and Board of Trustees at regular intervals and to the Health Foundation as required, including the management of risk associated with the project
* For the project, be the lead contact for, and manage the relationships of, the Health Foundation, Spring Impact, Pathway’s project team and other Stakeholders
* Develop a detailed project plan for Pathway to track progress and manage resources

**Person specification**

**Essential attributes:**

1. Experience of project managing complex projects successfully, to time and budget
2. Excellent and demonstrable organisational skills to project manage a complex project, including ability to clarify, identify and track requirements and issues, remove barriers, resolve minor project issues and escalate to manager where required
3. Fully computer literate including demonstrable experience of using MS Office.
4. Excellent communication and negotiation skills including the ability and experience to gain cooperation from senior colleagues and external contacts by understanding competing workloads and deadlines
5. Expertise in managing networks and effective collaboration with partners
6. Ability to identify issues and problems and propose and implement solutions
7. Politically astute, and able to understand sensitivities around the work of Pathway
8. Understand importance of maintaining confidentiality
9. Excellent command of written English, and evidence of producing accurate, detailed work including progress reports, project plans and manuals
10. Self-motivated, able to work on own initiative and able to drive a project forward bringing the project team with them
11. An interest in commitment to Pathway’s purpose, including a commitment to fundamental human rights and eradicating discrimination

**Desirable attributes:**

1. Educated to degree level in an appropriate subject
2. Experience in the health and homelessness sector
3. Knowledge of, or ability to gain, knowledge of NHS public sector commissioning

**Key Contacts:** Clinical and other Pathway staff, Members of the Board of Trustees, staff from Spring Impact, representatives of The Health Foundation and the evaluation consultants they employ, other stakeholders for the project including current and new contacts in hospitals and NHS commissioning organisations

**Responsible to**: Pathway Board of Trustees

**Accountable to**: Pathway’s Chief Executive

**Responsible for:** Casual and temporary staff as required

Pathway is an equal opportunities employer and will make any necessary adaptations for a disabled employee

January 2018