



The Trust for Developing Communities

Senior Health Manager

Application Pack

Welcome Letter	2
About TDC	3
Job Description	4
Person Specification	6
Application Process	8



The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG

Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623

Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on this exciting new role with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 21,000 people and over 300 community groups to come together and take action.

This year has seen the launch of our new strategy – **The Inclusive City**, which sets the priorities and pathway for Brighton & Hove to become a more healthy, inclusive and thriving city and for TDC to become a more healthy, inclusive and thriving organisation.

This new role of Senior Health Manager has been created to take on responsibility for a range of projects that directly address the unacceptable health inequalities that communities face - which see an up to nine-year life expectancy gap between people from the least and most disadvantaged areas of the city.

You will be an experienced manager and able to co-ordinate several projects that make a real impact on people's lives and you will understand how taking a community development approach will lead to longer lasting and more meaningful change.

I am sure that, for the right candidates, this role will offer a fulfilling opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Good luck!

Athol Hallé,
Chief Executive
The Trust for Developing Communities



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 60 staff with a turnover of over £2 million. Despite our positive impact, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a healthy, inclusive and thriving city - free from inequality.

Our Mission is to deliver community-led solutions to tackle inequality.

Our Work

Equalities. We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; community research.

Neighbourhood. We deliver community development work in areas of within the city focused on developing community-led groups. This includes specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Our Values

- **Community.** *“Together we are stronger.”* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *“Building community brings social justice.”* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *“There is no ‘them and us’ only us.”* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *“None of us can truly thrive whilst some of us are in poverty.”* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

Senior Health Manager - Job Description

Overview

Job Title: Senior Health Manager

Hours: 24-30 hours per week, as agreed

Salary Scale: £39,419 - £45,266 pro-rata + 6% employer contribution to pension.

Contract: Initial 12 months Fixed Term with extension subject to funding

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays.

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work scheme.

Location: TDC's head office is at Community Base, Brighton. With some home working, as agreed.

Reporting to: Deputy Chief Executive

Responsible for: Team of Managers and Project Staff

Objective

You will be responsible for ensuring the successful delivery of a range of health & well-being projects that achieve outcomes, within budget, to time and that exemplify TDC's community development values – empowering communities to identify issues and deliver solutions.

Across your projects, you will have delegated responsibility for managing staff and finances, capturing impact and will contribute to generating income. This work includes strategic project development, overseeing the planning and delivery of your work and relationship management with partners, funders and community groups and ensuring that your projects are successfully integrated within the wider organisational delivery.

Senior Health Manager - Current Projects

Health Inequalities. A community development approach to support communities to address health and wellbeing needs that disproportionately affect people facing poverty and exclusion.

CHIP - Community Health Inequalities Programme. To support communities around the cross-cutting indicators of health inequalities such as hypertension, chronic respiratory disease, maternity, severe mental illness, and smoking cessation. In partnership with NHS Sussex, Primary Care Networks and Brighton and Hove City Council.

Peer support and condition-based groups on health issues such as diabetes and perinatal support to develop and share health messages with community members and to increase commissioners' understanding of issues that the communities that we work with face.

Health Promotion. Gathering community-led insight and promoting positive health messages such as vaccine uptake, access to sports facilities and supporting community health forums.

Social Prescribing Plus. Wellbeing support to people from ethnically diverse communities, including a special project supporting refugees, asylum seekers and migrants. This work forms part of a partnership led by Together Co with funding from NHS Sussex.

Main Responsibilities

Project Management

1. **Oversee Project Management and Delivery.** Have oversight for Health and Wellbeing projects, working closely with colleagues to deliver impactful work that successfully meets targets; within time and budget; operates within policies and procedures, and exemplifies TDC's values.
2. **People Management.** Manage a team of managers, staff and volunteers in accordance with policies and procedures and exemplifying TDC's values. Ensure team members are well-supported and have access to relevant training and development opportunities.
3. **Relationship Management.** Take responsibility for building and holding good working relationships with stakeholders – such as communities, commissioners, services, partners. This includes leading Commissioner relations on various projects and attending partner meetings.
4. **Monitoring and Evaluation.** Have oversight to ensure the effective monitoring, evaluation and reporting of outputs and outcomes of your projects to enable TDC to demonstrate our impact.
5. **Quality Management.** Ensure the quality of TDC's delivery is maintained, adhering to, and contributing to the development of good practice.
6. **Finance Management.** Work with the Deputy Chief Executive to manage the finances of your projects in including budget setting, expenditure management and financial reporting.
7. **Strategy, Planning and Development.** Work with the Deputy Chief Executive, to develop the strategy and planning of your work streams and contribute to the development of new work.
8. **Income Generation.** Work with the Deputy Chief Executive and Development Team to generate income for your areas of work, by contributing to proposals for commissions and grants.

General

9. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc. Sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
10. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC's delivery across each department.
11. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.
12. **Equal Opportunities.** Ensure TDC's commitment to equal opportunities and anti-discrimination practice permeates all aspects of our work, by implementing and promoting our Equality and Diversity Policy.
13. **Safeguarding.** Ensure TDC's commitment to the protection of children and vulnerable adults is central to all aspects of your work, by implementing and promoting TDC's Safeguarding Policy and Procedures.
14. **General.** Undertake other reasonable tasks and responsibilities requested by your Line Manager.

Senior Health Manager- Person Specification

1. **Project management.** Extensive experience of managing successful projects or services, whilst working independently and managing your own workload. Ability to establish and deliver new projects that meet targets.
2. **Community work.** Experience of community-based work generally and ideally in health and well-being or related areas.
3. **People management.** Demonstratable experience and capacity to manage highly motivated and autonomous managers and staff in an effective and flexible way. Ability to sensitively resolve management issues and support the team to be responsive to project demands.
4. **Finance Management.** Skilled and experienced in holding budgetary responsibility; devising, managing and reporting on budgets and expenditure. Experience of operating within organisational financial procedures.
5. **Funding and Monitoring.** Experience of contributing to successful funding applications and providing timely, complex monitoring for multiple funders.
6. **Partnership working.** Experience of leading and working in multi-agency partnerships and building excellent working relationships with a wide range of stakeholders.
7. **Participatory Approach.** Commitment to supporting people to identify their own needs and make their own decisions, including experience of engaging creatively and directly with community groups in a participatory manner.
8. **Communications.** Ability to present information clearly, to a high standard, both written and oral; including presenting to a public audience and using appropriate communication tools and media.
9. **Teamwork.** Ability to work as a member of a team with a positive, collaborative and flexible approach to the work.
10. **Values.** Demonstrable commitment to TDC's community development values and to reflective practice.
11. **Equal opportunities.** Demonstrable commitment to equal opportunities and experience of working with diverse communities, cultures and faiths.



Application Process

To Apply:

Please email a CV, an Equal Opportunities Form and a Supporting Statement to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

Supporting Statement. This should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

References. Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

The closing date for applications is **Monday 16th October 2023** at 10.00am

We will aim to notify candidates, by email, if you have been shortlisted for interview by 5pm on Monday 16th October 2023.

Interviews:

The interviews will be held on **Thursday 19th October** at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

If you would like to discuss this role, please contact:

Kaye Duerdoth, TDC's Deputy Chief Executive on:
kayeduerdoth@trustdevcom.org.uk or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.
Good luck!

The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk