

JOB DESCRIPTION

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| Job Title: | Partnerships and Network Manager |
| Team/Directorate: | Statutory Funding Team |
| Salary range/pay band: | £40,000-49,000 dependant on experience |
| Reports to: | Director of Strategy and Partnerships |
| Direct reports: | |
| Hours: | 37.5 |
| Location: | Christopher's with travel as required |
| Job holder: | |

Part 1: Job Profile

a) Main purpose of job

Shooting Star Children's Hospices exists to provide the very best care and support for children with life limiting illness and their families.

The postholder will be responsible for delivering an agreed annual statutory income target and developing and sustaining relationships with relevant statutory agencies across and adjacent to the SSCH service delivery area. The relationships will be with both commissioners and referrers and the postholder will have targets for both referrals and income generation.

This post will manage the Paediatric Palliative Care Networks in SW London, Surrey and NW London and enable delivery of the Network's objectives through effective planning, coordination, data management, influencing and networking, communications, consultation and administration.

b) Work relationships

Internal stakeholders

- Director of Operations
- CEO and all members of the OLT
- Heads of service, in care and all members of the SCLT
- Lead nurses and Lead therapists
- Paediatric Palliative Care Consultant and GP's
- HR Business Partners & HR Administrators
- Comms & Marketing team

External stakeholders

- Statutory organisations within the SSCH area
- NHS Managers and Consultants across the SSCH area
- Other hospices across the UK

c) Decision making authority

The post holder will act within the agreed budgetary sign off levels assigned to the role and within the scope of delegation of the organisation

d) Scope of job

1. Business Development – Delivering agreed annual statutory income target and developing and maintaining partnerships with statutory commissioners and referrers 60%
2. Network management and administration 40%

Part 2: Main duties and key responsibilities

a) Business Development 60%

- Delivering the agreed annual statutory income target
- Being the eyes and ears of SSCH with statutory partners, being able to identify and map who is who and where across our catchment area.
- Environment and horizon scanning across the local authority and ICS systems
- Identify and develop new business opportunities with any of the system partners in health and social care (e.g. NHS England, CCGs, local authorities, etc.)
- Develop proposals and funding bids to secure future funding for SSCH and the Network.
- Increase referrals for SSCH services
- Engage with, influence and involve relevant partners and stakeholders to support delivery of the objectives, including NHS providers, CCGs, NHS England, local authorities, HEE, hospices, other relevant networks, plus other partners from the statutory, private and voluntary sectors.
- Encourage and support service improvement through the sharing of good practice and partnership working at regional and national level.

b) Network Management and Administration (40%)

- Develop project plans and budgets to support the delivery of the Networks' objectives.
- Identify and manage risks associated with delivery of the Network's objectives.
- Coordinate and administer meetings of the Network, Executive Group and Sub Groups.
- Ensure delivery of project plans. This includes coordinating the work of others in addition to personally undertaking actions.
- Monitor progress against agreed outputs and outcomes and provide quarterly reports to the Networks
- Promote and enable service user involvement and coordinate consultations with stakeholders and service users on behalf of the Networks.
- Produce briefings and updates to Networks members, partners and stakeholders using a range of relevant methods and media.
- Promote the work of the Networks regionally and nationally and share good practice and learning.

- Coordinate responses to policy and practice developments relevant to children and young people's palliative care on behalf of the Networks.
- Plan and coordinate delivery of annual conference and other events in support of the Networks' objectives.
- Support projects aimed at delivering improvements to paediatric palliative care across the regions through changes in practice, training or policy documents.

d) Other duties

The post holder will be working in a dynamic, developing and changing environment thus will be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.

- The post holder must be able and willing to get to and work in both hospices
- The post holder will need to travel extensively throughout the area and less frequently nationally.
- The post holder should be prepared to attend Shooting Star Children's Hospices meetings in different parts of the country. Some meetings may be during evenings or weekends
- The post holder will be required to apply for a Disclosure and Barring Service check

e) Mandatory Criteria

1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate

2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Shooting Star Children's Hospices policy on health and safety at work.

3. Mandatory Training

The post holder will attend all mandatory training relevant to their role

4. Our values and behaviours

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life-limiting conditions, and their families. We require that all of our staff share our common values and display behaviours that will enable us to achieve our goals.

Professionalism – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

Respect – *We will treat each other with the utmost respect.*

Integrity – *We will be open, honest and transparent in all that we do.*

Diversity – *We will respect individuality and ensure inclusion and fairness to all.*

Excellence – *We will strive for excellence in all that we do.*

Part 3: Person specification: Qualifications, experience and skill levels

a) Qualifications

- Educated to degree level (E)
- Educated to Masters level (D)
- Post graduate management qualification (D)

b) Experience

- Working towards income generation targets (D)
- Networking and collaborative working with multi-disciplinary and cross-sector teams (E)
- Project management (E)
- Strategic planning (D)
- Budget management (D)
- Marketing and communication (D)
- Risk management (D)
- Children and young people's palliative care (D)
- Working in health or social care (E)
- Managing/running networks of professionals (D)

c) Knowledge and Skills

- The benefits and strengths of collaborative and partnership working (E)
- Children and young people's palliative care (D)
- Managed clinical networks (D)
- Proven planning and coordination skills (E)
- Networking and influencing skills E

- Excellent verbal and written communication skills, with attention to detail E
- Ability to analyse and synthesise complex information and to present this in summary form to a range of target audiences E
- Excellent organisational and time management skills with the ability to respond to changing and competing demands E
- Strong IT skills, including use of social media E

d) General attributes

- Demonstrable passion for children's hospice and palliative care (E)

- Flexible, adaptable and willing to work anti-social hours (D)
- Significant experience of effective partnership working (E)
- Significant knowledge of national health and social policy issues (E)
- Ability to present information effectively in a variety of forums and to various audiences (E)

Job holder's signature:

Print Name:

Date:

Line Managers signature:

Print Name:

Date: