

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services** **POSTHOLDER**

SECTION **Integrated Commissioning** **GRADE PO6**

POST DESIGNATION (TITLE) Strategic Partnerships and Grants Lead (3 years fixed term)

Purpose of Job:

The Royal Borough of Greenwich run a number of programmes for children and families funded through grants. This ranges from our Holiday Activities and Food Programme to those provided through our youth and family offers. This role will lead on the delivery of these, working to develop a partnership of strong local provision to ensure high quality and outcome focused provision for children.

To be responsible to the Associate Director Integrated Commissioning & System Development for:

- i) Leading, developing and facilitating the strategic partnerships between Integrated Commissioning, the Voluntary, Community and Faith Sector (VCFS) and key stakeholders including children, to enable successful delivery of commissioned and grant-funded services.
- ii) Oversight and management of specific grant funding programmes in Children's Services, to ensure the delivery of safe, high quality, grant-funded provision that benefits children and families in Greenwich.
- iii) Developing the local VCFS provider market through collaboration, relationship building, quality improvement and monitoring activity to build capacity and support effective and equitable delivery of integrated services.
- iv) Act as a link and conduit between the Local Authority and grant-funded provision to manage stakeholder relationships and facilitate partnerships between local authority teams, established and grassroots organisations and residents.
- v) Co-ordinate and contribute to effective delivery of the services through annual planning, review and reporting cycles, including regular evidence review, strategic planning, learning and partnership events and meetings.

Manages up to 5 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Oversight and management of specific grant funding programmes, including the Holiday Food and Activities (HAF) programme, grant-funded aspects of the Council's youth offer, and other grant funded programmes as they arise.
- 2) Being the link and conduit between Government and local funded provision, ensuring that local provision meets the grant conditions whilst meeting the local needs of the borough.
- 3) Lead the commissioning and allocation of grants using an explicit equity and anti-racism lens ensuring funding decisions actively address systemic inequalities, promote access and strengthen inclusive outcomes across all grants.
- 4) Be responsible for data analysis, completion of Government funding and reporting requirements including financial returns, representing the borough in national forums.
- 5) Develop and maintain equitable partnerships with VCFS fostering transparent decision making, shared power and collaborative approaches that centre the voices of partners, residents and community representatives.
- 6) Management of the Commissioning Project Officer providing leadership and oversight of their work and all programme reporting and monitoring requirements.
- 7) Supporting the inclusion of seldom-heard community voices in the partnerships through direct co-production work and embedding youth and community voice in design and monitoring of grant programmes.
- 8) Management of the relationships with the VCFS across children's services and more widely across the Council, contributing to the development of the Council's approach to working with the VCFS.
- 9) Build capacity and sustainability within the VCFS through collaborative approaches, training, and tailored support, including with providers that are not currently funded by the Council.
- 10) Design inclusive grant-funding frameworks that simplify processes and promote accessibility for smaller providers.
- 11) Create mechanisms for joint problem-solving shared accountability and consistent feedback loops with internal and external partners and stakeholders.
- 12) Lead data analysis for needs, outcomes, reporting requirements and service delivery.
- 13) To undertake any other work appropriate to the level and general nature of the post's duties.
- 14) Strengthen consistency in capturing social value delivered by VCFS partners, ensuring insights are routinely fed into future commissioning decisions and used as a tool to promote the sector and strengthen its position as an equal partner.
- 15) Share insights and learning on areas of work through active engagement of learning and development opportunities within the integrated commissioning partnership
- 16) Advocate for the VCFSE sector and champion contributions made across children services, by promoting the value of community-based support, social value provided and ensuring that VCFSE is recognised as an equal partner (in providing an outstanding service to children, young people and their families)
- 17) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 18) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

- 19) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 20) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 21) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 22) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 23) To undertake supervision/management of staff as and when required.
- 24) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 25) *This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools.*

Designation of the Post to which the Post-Holder normally reports to: Associate Director, Integrated Commissioning and System Development.

Person Specification

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> • Educated to degree level or equivalent professional qualification or management experience or knowledge acquired through experience or training. 	E
<ul style="list-style-type: none"> • Good knowledge of health/care system, policy, priorities and practice along with experience of its implementation gained in a health, care, VCS or local authority setting. 	E
<ul style="list-style-type: none"> • Good knowledge of service design, behavioural science and transformation tools and strategies that drive improved outcomes for people. 	E
<ul style="list-style-type: none"> • Thorough knowledge of legislation relevant to the role, which may include the Children Act 1989, the Children's and Families Act 2017, statutory regulations and government guidance, and standards relevant to planning, commissioning, procuring, safeguarding and quality assurance. This includes familiarity with regulations governing services for adults and/or children and young people. 	D
<ul style="list-style-type: none"> • Sound awareness of the needs of vulnerable residents. 	E
<ul style="list-style-type: none"> • Commitment to tackling structural racism and equity and the ability to apply to commissioning practice and approach. 	D
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to understand and interpret a range of qualitative and quantitative data, including financial information. 	E
<ul style="list-style-type: none"> • Ability to facilitate groups and manage conflict. 	D
<ul style="list-style-type: none"> • Ability to develop and manage projects and programmes which are outcome focused and stakeholder led. 	E
<ul style="list-style-type: none"> • Ability to communicate effectively and accurately at all levels, including ability to write reports, business cases, briefings, and present information clearly in meetings and events. 	E
<ul style="list-style-type: none"> • Ability to inspire, influence and engage a wide range of internal and external stakeholders across the system and maintain credibility and the confidence of colleagues and communities. 	E
<ul style="list-style-type: none"> • Ability to adopt a systems leadership behaviour and implement these values across a complex system to influence and effect system change. 	E
<ul style="list-style-type: none"> • Ability to work collaboratively with partners, and residents to co-produce services, including communication and facilitation 	D

<p>skills tailored to young people, with inclusive engagement techniques.</p> <ul style="list-style-type: none"> • Ability to develop strategies to enable the development of a thriving, stable local VCFS sector. 	D
Experience	
<ul style="list-style-type: none"> • Experience of managing political sensitivities and supporting change. • Significant experience in the statutory or voluntary sector at a senior level including experience of service management or commissioning, staff management and performance monitoring. • Experience of managing professional and/or specialist staff within a performance management culture. • Experience of inter-agency and collaborative working across organisational boundaries at all levels and with different professional groups. • Experience of enabling the co-production of innovative outcomes with people we support, their families and neighbourhoods. • Experience of managing the reviewing of current delivery, demand, flow and pathways and undertaking gap analysis. • Experience influencing senior stakeholders and community leaders with proven ability to build and sustain strategic partnerships across sectors. • Experience of developing the VCS workforce supporting the development of a diverse and sustainable VCS market, including influencing and developing the VCS workforce, small organisations and those that reflect the communities they serve. • Experience of working with providers to successfully deliver provision through effective performance management and being involved addressing poor performance and termination of funding arrangements. • Experience managing grant programmes that promote innovation, equity, and community-led service delivery. 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Equal Opportunities	

<ul style="list-style-type: none"> • Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. 	E
<ul style="list-style-type: none"> • Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. 	E