



National Development Manager

Job Description

Job Title:	National Development Manager
Purpose:	To drive forward the growth and development of specialised parent-infant relationship teams around the UK; offer outreach and support to emerging teams; and support the Foundation in exploring new sources of funding to help us grow capacity for supporting local areas with team development.
Accountable to:	Head of Clinical Strategy and Development
Tenure:	18 months, renewable subject to review and funding
Principle relationships:	CEO, Head of Policy & Campaigning, Communications Manager, Finance and Governance Manager, our fundraisers, parent-infant relationship teams and potential teams, commissioners, funders
Time Commitment:	3 days per week (24 hours) – can be worked flexibly across the week subject to negotiation. There may be the option at some point during the contract to increase hours depending on other successful funding applications.
Salary:	Between £35K-£40K per annum (£21-£24,000 pro rata) depending on experience
Place of work:	Home-based but with the ability to travel across the UK at times. In non-Covid times, this role requires regular travel across the UK so good access to transport networks is advantageous. At the time of recruitment, no travel is currently required but this will change as restrictions and normal working patterns resume post-Covid.

All applicants must be UK residents.

Enquiries/applications: karen@parentinfantfoundation.org.uk

Job Summary

The Parent-Infant Foundation is seeking a skilled relationship builder with experience of development, implementation or service delivery, to help us deliver our mission of growing and supporting quality development of parent-infant relationship teams across the UK.

We are an expanding organisation, with an ambitious strategy which, if successful, will lead to increasing work from an ever-greater number of local teams. In the last 12 months, the number of teams has increased from 27 to 36, with about a further 10 emerging teams having been identified. The potential to grow the number of teams and to offer outreach to warm sites now exceeds our current development capacity, hence the development of this new role within the organisation.

The National Development Manager will develop and strengthen the relationships between teams and the Foundation and between teams themselves as part of the Parent-Infant Teams Network. You will be responsible for developing our offer of support to teams, which will include one to one development and implementation advice about commissioning, service design, delivery and evaluation. You will scope potential new sites and pursue opportunities for development. You will strengthen the communication exchange between frontline teams and the Foundation team, including policy, campaigning, and communications work, allowing us to gather data and intelligence, offer better tailored support, disseminate learning more effectively and better understand the barriers to growth and sustainability at a local level.

The role builds on the work to date of our Head of Clinical Strategy and Development, the Scotland Coordinator and the Implementation Support Manager in developing the parent-infant team network, working closely with emerging teams and testing our Development and Implementation Toolkit.

We are looking for someone with excellent relationship skills and either development, implementation or a relevant clinical background. This role is ideally suited to someone with experience of building successful, collaborative relationships with practitioners and commissioners within the NHS, local authority or charity sectors, and who understands the barriers and enablers of successful service development. You will ideally have some knowledge of fundraising.

You will be passionate about the value of parent-infant relationships and the role of specialised teams to support them. You will be a self-motivated individual, comfortable working in a small, home-based, high-calibre team.

Key roles and responsibilities

To lead the development of an excellent offer of support from the Parent-Infant Foundation to existing and emerging specialised parent-infant relationship teams to enable their continued growth, quality and sustainability. This will include potential commissioners and funders.

To build strong relationships with teams, such that you understand their needs and can act as a conduit for their voice in our policy and campaigning work, alongside our Head of Policy and Campaigning.

Identify geographical areas for development and support local partners to create and initiate development plans.

Working with fundraising colleagues to seek additional sources of funding to enable our work, including funding for local development posts which could provide additional support to local areas.

Co-produce with teams, regular network events, including national and regional face to face and online events which foster collaboration, innovation and peer support within the sector.

To work with the Head of Clinical Strategy and Development to lead the scoping of quality standards and self-audit processes for parent-infant teams, to assist them in their continuous improvement and the maintenance of high standards of service.

To work with the Head of Clinical Strategy and Development and teams to ensure effective capture of data to support teams' progress, demonstration of impact and innovation in clinical work, and to support our policy and campaigning work.

Be able to identify opportunities for evidence generating across the network of teams to contribute to the growing evidence in the field of supporting parent/infant relationships. This may also include seeking relevant collaborations with academic partners.

Use of up to date evidence on infant development, neuroscience, attachment theory and other relevant fields to continuously adapt and develop the work of the Parent-Infant Foundation.

To work with the Head of Clinical Strategy and Development to increase awareness, particularly amongst commissioners and funders, of the benefits of specialised parent-infant relationship teams. This will include supporting local partnerships to form strategic forums and local strategies.

With colleagues from the Foundation, raise the profile of the Foundation within health, education and social care systems nationally and locally and aim for Parent-Infant Foundation to be viewed as a network of best practice for specialist therapeutic parent infant teams.

Maintain up to date information about teams in the interests of facilitating collaboration and peer support.

To participate in recruitment and appointment of colleagues as necessary.

Requirements of all team members:

- Promote and strive for the Parent-Infant Foundation vision, mission and core values
- Attend and assist at events and activities as required (this may involve occasional evening and weekend work. TOIL will be provided in line with our policy)
- Be an effective ambassador for the Foundation and its work at any activity you attend
- Develop an in-depth understanding of our work
- Pick up additional tasks, within reason, to help the Foundation deliver our goals
- Attend monthly team meetings (currently virtual)

Required experience and skills	Essential	Desirable
<i>Role specific experience</i>		
Experience of working in service delivery or development in either the NHS, local authority or charity sector	X	
An understanding of the work of specialised parent-infant relationship teams, assessment and treatment approaches and relevant research		X
Experience of working with or influencing commissioners, funders and strategic leaders	X	
Experience of engaging people with lived experience of services, participation or public engagement.		X
Experience of supporting income generation		X
Experience of writing funding applications		X
Knowledge and experience of impact reporting through the use of data (use of quantitative and qualitative methods desirable)	X	
Delivery of engaging events (workshops, round tables, group sessions etc.) both face to face and virtually	X	
<i>Skills and capabilities</i>		
Outstanding people skills: ability to form strong and effective relationships across different stakeholders working towards a common purpose	x	
A desire to learn from others and facilitate the expertise of others, through listening, signposting and working collaboratively	X	
Clear and effective written and verbal communication skills. The ability to communicate complex information in different ways to inspire and education a range of audiences.	x	
Excellent organisational skills. The ability to plan, prioritise and manage multiple projects to meet deadlines. Flexible, adaptable and calm under pressure.	x	
IT competent – able to use Microsoft Office Teams, Word, Excel,	x	

PowerPoint and Outlook, to learn other basic software packages as required.		
Experience of Mailchimp, Eventbrite and Vimeo		X
The ability to work effectively as part of a team to deliver shared objectives.	x	
Willingness to undertake training and to develop new skills as part of continuous development, and to respond to the organisation's changing needs.	x	
Understanding of the dynamics of working in a small, remote-based organisation	X	

This post and its role requirement will develop with the needs of the charity.

Closing date is 5pm, Tuesday 17th November.

Please submit a maximum two-page CV alongside covering letter (no more than two pages in length) as application outlining your experience with relevant examples to show how you meet the skills we are seeking. All applications are to be submitted through [Charity Job](#).

Enquiries about the role can be directed to karen@parentinfantfoundation.org.uk.

Our commitment to diversity and inclusion

The Parent-Infant Foundation is committed to diversity and inclusion, and to building a culture where every staff member is recognised and valued as an individual and with the ability to grow and develop. We are interested in hearing from passionate, curious people across cultures, genders, ethnicities, and lifestyles.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to be successful.

Interviews will be taking place virtually, using a video calling app (Teams or Zoom). If access to technology/WIFI is difficult for you, please get in touch with us so we can assist in making suitable arrangements.

Successful appointment to this post will be subject to satisfactory references.

Interview dates: 26th and 27th November