



Job Title: Project Manager (National Parent-Infant Relationship Framework)

Purpose:	To lead on the operational delivery of the National PAIR Framework project.
Tenure:	Contract duration of four years
Reporting to:	Head of Development
Principal relationships:	Strategic Clinical Lead (National PAIR Framework), Clinical Associates (National PAIR Framework), Head of Development, National Clinical Advisor, Operations and Finance Manager
Time Commitment:	<p>3 days per week, depending on availability. Hours can be worked flexibly across the week and capacity to work more hours in some weeks would also be an asset.</p> <p>Core days are Tuesdays and either Wednesdays or Thursdays, with core hours being 10am-3pm. The rest of the hours can be worked flexibly across Monday to Thursday by negotiation.</p>
Salary:	£40,000 FTE per annum (pro rata)
Place of Work:	Home-based within commutable distance from London. This role requires travel to London approximately once per month and occasional travel across the UK. All applications must be UK residents.

Job Summary

Following a successful project bid with the National Lottery, we are looking for a Project Manager to lead operational delivery of the National PAIR Framework and support the Strategic Clinical Lead. The role does not hold direct management responsibility but will involve nurturing several key relationships, both internally and externally.

The post-holder will support the operational development of the National PAIR Framework, ensuring activities and outputs are aligned to achieving the ambitions of the project. We are a small and agile team who are all home-based around the UK. As a remote worker in a small team, you must be able to work independently and be proactive, innovative, and adaptable.

Project team

The core project team within the Parent-Infant Foundation will consist of the Strategic Clinical Lead and Project Manager, with oversight and support from the Head of Development and the Clinical Advisor. The wider project team will include our delivery partners Ideas Alliance (co-production) and Anna Freud (research). The Parent-Infant Foundation's communications team will support external communications relating to the project.

There will be task and finish groups working within specific project areas, a National Co-production Panel and a National Advisory Group. See the Staff Chart and Organogram for a pictorial representation of these relationships and their roles.

We intend for these teams and groups to work in a spirit of collaboration, with mutual respect for their respective areas of expertise.

Job Description

Framework-specific duties

- To provide operational direction for the National PAIR Framework, delivering all key elements of the project
- To monitor delivery against agreed outcomes and targets
- To maintain project plans and other relevant documentation, including risk registers
- To manage the project budget
- To capture notes and learning from key events and activities, as well as meetings
- To set up and convene the project advisory group
- To manage and support all outputs of the project
- To support the Strategic Clinical Lead in all aspects of their role
- To ensure project outputs meets the highest standards of safety and clinical governance
- To ensure the National PAIR Framework provides high quality and inclusive journeys for babies and families, particularly those from disadvantaged groups
- To support the operational aspects of co-production activities of Ideas Alliance, where appropriate.
- To liaise with key stakeholders, including various professional bodies
- To provide operational support to the Clinical Associates, who will lead the task and finish groups
- To support and nurture partnerships, where appropriate, for the effective implementation of the National PAIR Framework

- To draft project updates and communications, and keep stakeholders and partners informed in a timely fashion
- To lead development of the National PAIR Framework microsite, working collaboratively with our communications team

Foundation-specific duties

- Meet regularly with Head of Development and/or National Clinical Advisor
- Meet monthly with Operations and Finance Manager
- To produce project updates to keep the wider team and Foundation stakeholders informed on the project's progress

General Requirements

- Attend monthly team meetings (London)
- Attend two to three trustee meetings per year (London)

Relationships:

National Framework specific:

- Strategic Clinical Lead (line manager)
- Clinical Associates (support operational aspects, such as contract management)
- Anna Freud research partner (support relationship, provide project management support for research outputs)
- Ideas Alliance (support co-production, where appropriate) National Framework Steering Group (minute-taking of meetings)

Governance specific:

- Foundation Trustees (support Strategic Clinical Lead with updates/presentations)

Foundation specific:

- Head of Development
- National Clinical Advisor
- Operations and Finance Manager (budget management, HR and oversight)
- Communications Manager

Person Specification

Essential:

1. Experience of leading large, complex projects, including coordinating between multiple delivery partners and ensuring project requirements are met.
2. A proven track record in project management, including budget management and communications
3. Competent in using a range of Microsoft Office tools
4. Experience of working with community or local organisations.
5. A demonstrable understanding of the needs of parents, babies and their families, and those from disadvantaged groups.
6. Understanding of co-production, community engagement and inclusive and safe practices.
7. A confident negotiator, skilled at liaising with a range of stakeholders to come to agreed positions, to ensure projects are delivered to plan.

8. Proven ability to think ahead, set clear direction and formulate realistic objectives.
9. Excellent presentation and communication skills and ability to clearly articulate complex issues.
10. Excellent written skills.
11. A can-do attitude and an ability to work flexibly and collaboratively.

Desirable:

1. Experience of managing projects that have successfully achieved change.
2. A high-level understanding of health and social care systems and the early years sector
3. An understanding of how to achieve system change at all levels.
4. An understanding of parent-infant relationship services

To Apply for this Position

To apply for this role please submit a CV and a Supporting Statement.

In your Supporting Statement, please ensure you demonstrate, referencing examples, that you meet the 'Essential' criteria above. Please briefly outline also your interest in this role.

Please ensure your CV and Supporting Statement are each no more than two pages long.

If you have any queries, please contact hr@parentinfantfoundation.org.uk

The closing date for applications is 5pm on Friday, 13th June.

All candidates invited to interview will be notified by Tuesday, 24th June.

Interviews

Interviews will be held on Tuesday, 1st July.

The Parent-Infant Foundation is committed to diversity and inclusion, and we actively encourage applications from a broad range of experiences and backgrounds. Please tell us if there are any reasonable adjustments that we can make to assist you in your application or attendance at interview.

You will be interviewed by our Head of Development, National Clinical Advisor, Operations & Finance Manager and a representative from our partner, Ideas Alliance. This is your chance to get to know us and for us to know you.

We will ask you to perform a short-written task and then ask all candidates the same questions, focused on your experience and skills, relevant to the role.

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

Informal conversation

We are more than happy to have an informal conversation prior to you applying.

Feel free to contact Wook, our Head of Development, on via email at wook@parentinfantfoundation.org.uk to arrange an informal chat.