**THE ROLE**

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| **Directorate:** | Operations | **Hours per week:** | Full Time |
| **Responsible to:** | VPPP Programme Lead | **Contract Type:** | Fixed Term |
| **Responsible for:** | No Direct Reports | **Initial Base:** | Home based in Midlands, with significant travel required. |

**YOUR PURPOSE**

You are responsible for managing the day-to-day work associated with the Midlands based VPPP Programme to increase support to a significant community of vulnerable veterans enabling it to become self-sustaining. This involves coordinating a portfolio of programme members, stakeholders and cross sector partnerships to reshape veteran support with a focus on seamless access to mental health services through dynamic collaboration. Developing knowledge, collaborations, person centred support provision and identifying ways to build enduring, resilient networks and pathways to timely and effective support.

**YOU WILL :-**

* Be an enthusiastic ambassador for the Armed Forces Covenant Fund Veterans Pathway Places and People programme, liaising with partners, stakeholders and veterans to build enduring, resilient networks and pathways ensuring veterans receive timely and effective support.
* Facilitate the implementation of the Regional Strategic Plan, which has been developed through extensive regional consultation.
* Build and maintain strong relationships with funded portfolio members and a network of unfunded partners in the region who are willing to contribute to the provision of support for Veterans.
* Work with VPPP Programme Lead to ensure the budget is adhered to and that partners receive their payments in a timely manner subject to them delivering their programme commitments.
* Maintain the partnership agreements and governance structure of the programme and work with the Armed Forces Covenant Fund and our partners to ensure programme governance is maintained and productive.
* Attending various stakeholder group meetings; in some cases leading those meetings while others will be providing contribution.
* Development of new networks, forums, partnerships where appropriate to meet emerging gaps in the Midlands Region.
* Knowledge and Referral pathways – leveraging existing resources within the sector and collaborating with our partners to utilise knowledge sharing mechanisms and improve the referral process to benefit veterans, their families/carers.
* Collaborating with our partners and other key stakeholders to ensure that input from veterans is captured, shared, and effectively utilised to inform programme development.
* Organise and manage Programme meetings with our partners to ensure collaboration, knowledge share and that programme aims are being achieved – looking for improvements where appropriate.
* Meticulous records are kept and data/reports are provided in a timely manner, with full understanding of the need to demonstrate outcomes being achieved and return on investment in line with the programme aims.
* Work with the Programme Lead to set up a reporting process and knowledge sharing process in collaboration with our partners to ensure knowledge, performance and outcomes are shared, reported and monitored.
* Actively foster a culture of innovation, resourcefulness, and best practice to maximise the benefits of collaboration and realise the full potential of collective efforts.
* Monitoring issues and risks across the projects and escalating where needed.
* Have a view and propose next steps and legacy opportunities for this portfolio programme working with our partners and other key stakeholders.

**IDEALLY YOU WILL HAVE:**

* Programme / Project Management experience with a track record of successful project delivery.
* Strong leadership, communication and interpersonal skills.
* Proficiency in project management tools and methodologies.
* Problem- solving and decision-making abilities.
* Excellent networking and collaboration skills.
* Demonstrated success in engaging stakeholders, both internally and externally.
* Experience of reporting through various media.
* Energy and drive: a proactive self-starter who can work independently and as part of a team.
* Unfaltering professionalism and a passion for supporting veterans.
* Excellent written and verbal communication skills.
* Ability to deliver interesting and impactful presentations.
* Honesty and integrity.
* Good judgement and empathy for others.
* Empathy with the service life environment.
* Proven IT skills (including: Excel, PowerPoint, Word, Outlook)
* Experience in a health, social care, welfare environment, or related field.
* Familiarity with safeguarding protocols and relevant legislation.
* Ability to keep accurate records and a good understanding of the importance of data
* Experience with sustaining projects post the initial contract period.
* A current Driving Licence and access to a vehicle.
* A willingness to travel.
* A strong commitment to work in accordance with and promote our values which are: -
  + **Commitment** - We are passionately committed in heart and mind to the people we support, delivering our service whenever and wherever they happen to be.
  + **Integrity** - We act with integrity, consistency, and honesty in all that we do.
  + **People** - We support each other. We trust, encourage, and develop our staff, because we know that it is our people who make us what we are.
  + **Working Togethe**r - We work collaboratively together and with others to provide the best possible service to the people we support.