

Job Description

Children's Early Years (National Wraparound Programme)

Project Manager



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| Role Profile | tbc |
| Service/Team | IT & Programmes |
| Reports to | Programme Manager – Programmes & Project Management |

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ... ensuring that significant strategic programmes of change and projects are delivered effectively and meet their strategic aims to support the delivery of the Transformation and Corporate and Big Plan initiatives

Job Overview

The government's ambition is that by 2026, all parents and carers of primary school-aged children who need it will be able to access term time childcare in their local area from 8am-6pm, so that parents can access employment and improve labour market participation.

To support this ambition, the government announced that it will provide up to £289 million of start-up funding over two academic years to support local authorities and providers in England to introduce or expand childcare provision on either side of the school day, which parents of primary school-aged children will be able to pay to access. This role will involve working in a collaborative manner with teams across the local authority, schools, families, childcare providers (including private providers, childminders, community and voluntary organisations and early years settings) to assess supply and demand and expand wraparound childcare provision that is accessible to children and families, including those with SEND.

The role will also need to manage projects, provide advice and diagnose complex problems in order to support the effective management and delivery of a specific projects or programmes, within an area of specialism. Role holders will be expected to manage complete projects or work on elements of complex, or broader projects or programmes of work

Key Responsibilities

- Undertake the mapping of current wraparound provision across the county.
- Consult with parents/carers, providers, and children about demand for wraparound childcare.
- Provide business planning and marketing advice and guidance to new and existing early years childcare providers and schools to develop, support and sustain childcare provision for children from reception to year six.
- Work closely with our finance officer and providers to complete funding applications and business plans to support development of high-quality, sustainable provision.
- Identify and share models of best practice.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Contribute to the development of cross-sector provider networks and support their effectiveness.
- Work collaboratively within the local authority and with key external agencies to ensure joined up partnership working to meet individual needs of children and families. This will involve forming relationships between the local authority, local job centres, providers and community representatives.
- Monitor and report on take up, availability, supply and demand and work with the DfE to provide ongoing accurate data to support with the monitoring and evaluation of the programme.
- Use established systems to track key programme/project metrics, benefits, budgets, risks and highlight variances/trends in order to manage and control programme/project progress and contribute to effective governance of the programme/project
- Provide advice and subject matter expertise in project, change management and approaches, so that projects within BCP are delivered in accordance with techniques and best practice
- Review and interpret programme and project management related functional policies or processes, develop and recommend changes and provide advice to colleagues to ensure their effective implementation
- Plan and carry out regular project quality reviews in order to identify, assess and take action to mitigate risks to project success
- Build effective client relationships with internal and external stakeholders or customers to help them understand project objectives and progress, ensure the client brief is adhered to, and to deliver assigned part of programmes/projects and support effective collaboration. This will involve influencing, persuading, and understanding the needs of others in the delivery of projects
- Develop business cases, funding bids, and reports, and provide advice and expertise to assist in the securing of funding, to develop and improve management of projects, and improve services
- Manage, monitor and report on project funding and finances, to ensure that the projects are delivered within budget and that funding is spent in accordance with regulations and requirements

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Specific Qualifications and Experience

- Degree and/or Member of an appropriate professional body relevant to the service area
- Qualified to Level 3 in Play work, Youth Work or equivalent.
- Relevant project management qualification, e.g. PRINCE2 or equivalent
- Understanding of current legislation and of relevant key local/national policies including those relevant to vulnerable children relating to wraparound provision
- Working knowledge of SEND Code of Practice, Equality Act and the Children and Families Act.
- Substantial experience of leading and managing high quality wraparound provision.
- Detailed knowledge in area of service or specialism including a general, broader understanding of the public sector and the issues that it faces
- Experience of managing projects and project teams
- Experience managing and reporting on budgets and project costs
- Ability to communicate clearly and persuasively with a range of stakeholders and project teams
- Ability to analyse and present information including statistical data and prepare reports
- Ability to manage and direct project teams and supervise the quality of outputs

Personal Qualities & Attributes

- Influencing and negotiation skills to demonstrate new opportunities for ways of working to service teams
- Ability to communicate complex and sensitive information through both formal and informal methods in a methodical and clear manner to a wide range of audiences

Job Requirements

- This role manages a matrix team made up of Council employees, external advisers and consultants
- This role will manage a budget and/or contribute to the management of the overall programme budget and will impact on savings/costs
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car