

Job Description and Person Specification

West Midlands Social Work Teaching Partnership Programme Manager

Job Details	
Grade	9
Service	Childrens Services
Location	Broadgate House, Coventry
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

Work as part of a team to ensure that the West Midlands Social Work Teaching Partnership function delivers the project and ensuring objectives agreed between partner organisations are met:

1. To lead and support the programme team to ensure the Teaching Partnership accomplishes its vision and objectives.
2. To provide vision, direction and leadership across the partnership to drive change and support continual improvement to pre and post-qualifying social work education.
3. To build and maintain relationships with key stakeholders to facilitate effective partnership working whilst ensuring external developments are reflected within the partnership.
4. To undertake the management of the programme team, overseeing project delivery whilst providing coaching and guidance which support the delivery of key activities.

This position is funded until the end of March 2026.

Main Duties & Key Accountabilities

Developing and maintaining strong working relationships, supporting collaborative working between all partners of the West Midlands Teaching Partnership.

Developing and leading on a detailed project plan for meeting the defined outcomes of the partnership in negotiation with the partners.

Anticipating and resolving risks and issues that could affect the progress of the partnership in meeting its objectives.

Reporting regularly to the Strategic Board and Principal Social Worker on an agreed basis regarding the progress, risks and issues of the partnership.

Providing support to the Strategic Group and subcommittees of the West Midlands Teaching Partnership, by providing clear reports, and ensuring the preparation of agendas, minutes, and other relevant documents to the highest possible standards within agreed deadlines.

Providing line management support and coaching to direct reports

Planning and managing the budget of the West Midlands Teaching Partnership ensuring that all financial activity is undertaken within relevant procedures, payment is made promptly and recorded accurately and appropriately.

Providing written progress reports, of both qualitative and quantitative data, showing progress against the West Midlands Teaching Partnership's implementation plan, finance plan and risk management to Strategic Board and Principal Social Worker.

Representing the West Midlands Teaching Partnership with local and national partners, for example DfE, Association of Directors of Children's Services, Association of Directors of Adult Social Services, and Social Work England.
Providing effective leadership and line management to the programme team of the West Midlands Teaching Partnership.
Leading on supporting the sustainability of the partnership by working with partner organisations, completing any relevant plans and submitting relevant bids for additional funding.
Working collaboratively with other teaching partnerships, where areas of joint development are identified.
Acquiring and maintaining a good working knowledge of the issues around social work education both within the West Midlands and nationally.
Undertaking any other duties as may be deemed to be commensurate with the post.

Key Relationships			
External:	Local Authorities, Learning and development Co-Ordinator's, Higher Education Institutes, people with lived experiences.	Internal:	Consultant Social Workers, Programme Lead, Principal Social Worker.

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Consultant Social Workers x 2 Programme Support Officer

Person Specification	
Requirements	
Knowledge	Excellent working knowledge of programme and project management methodologies.
Knowledge	Detailed understanding of the current context for social work education and continuing professional development.
Knowledge	Knowledge of national and regional social work education issues.
Knowledge	Thorough understanding of how to lead and motivate individuals whilst dealing with change.
Skills And Ability	Ability to build and maintain effective working relationships with a variety of internal and external stakeholders.
Skills And Ability	Accomplished leadership and management skills with proven ability to coach and mentor a team.
Skills And Ability	Outstanding communication skills, including report writing and the ability to communicate complex information simply
Skills And Ability	Ability to work across organisational boundaries to achieve objectives whilst facilitating partnership working with key stakeholders.
Skills And Ability	Able to line manage teams and individuals remotely whilst ensuring the timely achievement key tasks.
Skills And Ability	Able to manage financial and overall performance of programmes and projects.
Skills And Ability	Ability to work flexible to prioritise workload/manage competing deadlines effectively for self and team.
Skills And Ability	Creative and analytical skills to solve complex problems and issues.
Skills And Ability	Excellent IT Skills – Word, Excel and PowerPoint
Skills And Ability	Ability to respond to the needs of individuals in a positive and supportive style.
Skills And Ability	Capable of independent travel to meet the requirements of the post
Experience	Experience of leading a programme and/or project in Children or Adult Services.
Experience	Experience of working with multiple partners, whilst managing competing priorities to achieve a stated aim.

Experience	Coordinating and administering multiple, simultaneous activities/ projects on time and within budget
Experience	Experience of working independently and using own initiative to deliver project Outcomes.
Experience	Experience of managing staff, including remote teams.
Qualification	Recognised Programme, Project or Change Management Qualification.
Qualification	Degree qualification in a related field to the requirements of the role.
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Richard Hamlett		
Job Title:	Principal Social Worker	Date:	March 25