



## **FULLSCOPE PROGRAMME DIRECTOR**

### **WHAT IS FULLSCOPE?**

Fullscope brings together a consortium of organisations supporting the mental health and wellbeing of children and young people, aged 0-25, in Cambridgeshire and Peterborough. The consortium are:

- Arts and Minds
- Blue Smile
- Cambridge Curiosity & Imagination
- Centre 33
- CPSL Mind
- The Kite Trust
- YMCA Trinity Group

Through a 3-year programme, we will work together to enable Cambridgeshire and Peterborough communities to raise happier, healthier children and young people, towards a future without mental ill health. We aim to transform the world a child or young person inhabits and so consider children, young people, their families, communities and educational settings as collective agents of change.

Fullscope is based on collaboration, co-production and active listening to our communities and to one another. The pilot will consist of 3 strands:

1. **Project Laboratory:** to co-produce, with children, young people, their families and communities, new projects to improve the mental wellbeing of more people, through creative and integrated approaches;
2. **System Change:** to take our shared learning and understanding of creative and integrated models of work and use it to influence change and improve the wider system of provision;
3. **Clarity of Access & Offer:** to make services more coherent and clearer for children and young people, their families and communities, with quick access to information and support.

### **ABOUT THE ROLE**

The Fullscope Programme Director will be fundamental to the initiation and success of Fullscope, overseeing the strategic direction and ensuring the smooth running and effectiveness of the project. This is an exciting opportunity to be at the centre of a project that unites organisations working with children and young people in Cambridgeshire and Peterborough, supporting a new model that will encourage greater collaboration, with improved and more coherent services for those aged 0-25.

The Fullscope Programme Director will establish and nurture key relationships, from young people to statutory services. They will develop and oversee programme delivery, collate learning and share this widely to support the long-term future of Fullscope.

The Fullscope Programme Director will work closely with the Fullscope Board and recruit additional fundraising support as necessary (funding is set aside for this). The Programme Director will be employed by, and report to, the Director of Arts and Minds as the managing provider.

### **KEY RESPONSIBILITIES**

#### **Board Management**

Support the coordination and collaboration of the Fullscope Board to ensure programme objectives are achieved.

#### **Partnership Development**

Connect with stakeholders and potential beneficiaries by forming good relationships with schools, statutory services, education services, commissioners, the wider children and young people's sector and other groups as appropriate.

Establish and nurture relationships with children and young people, ensuring they are actively, imaginatively and meaningfully involved as key voices in shaping the Fullscope programme.

### **Project Management**

Lead on the coordination of working groups to develop projects established through a common needs assessment; managing project delivery and ensuring aims and objectives are achieved.

Identify and introduce better ways of working alongside specialist services and improving pathways for children, young people and their families, spotting potential or actual duplications and gaps.

### **Finance**

Manage the Fullscope budget; ensure income targets are met, administer expenses, monitor expenditure in-line with income to ensure a breakeven budget and report regularly to the consortium.

### **Marketing**

Lead in the creation and delivery of Fullscope's communications strategy to ensure the programme reaches a wide network of beneficiaries and stakeholders; promote projects, keep the website updated and social media active.

### **Fundraising**

Lead on the creation and implementation of a Fundraising strategy to secure the necessary finances to deliver the project. Recruit and manage fundraising support as necessary.

### **Monitoring & Evaluation**

Coordinate thorough monitoring and evaluation of Fullscope, collating data and sharing this with the data analyst, ensuring reports are produced and disseminated as necessary.

Share outcomes of the programme locally and nationally through reports and annual briefing events to demonstrate success and inform the further development of existing and new services.

### **General**

Support a culture of warmth, respect, best practice, good communication and shared risk management.

Act as an advocate for Fullscope and its partners, representing the programme at fundraising opportunities and events.

Maintain a good knowledge and understanding of young people's support services in the statutory and voluntary sector.

Proactively keep abreast of local and national initiatives and best practice.

Carry out risk assessments as required and ensure any immediate and urgent risks are escalated as appropriate.

### **PERSON SPECIFICATION**

We are looking for a self-motivated, warm and approachable individual who is excited by collaboration and can take initiative, inspiring those around them with the potential of Fullscope.

#### **Essential**

- Experience of consortium or partnership working.
- Minimum 3 years experience of leading and managing large projects, including budget management.
- Experience of working with vulnerable children and young people.
- A knowledge of the local children and young people sector and services.
- Experience of involving service users in commenting on, changing and planning services.
- Excellent communication skills with a clear, concise, tactful and compassionate manner.
- An understanding of and commitment to the promotion of Equal Opportunities in practice when working with children and young people.
- Ability to travel to different locations within Cambridgeshire and Peterborough.
- Strong IT literacy with excellent attention to detail and accuracy.

- Experienced in balancing a varied workload, with strong time management skills.
- Confident in working remotely with a small team.
- Motivated by the desire to make a positive difference to the lives of those who face barriers due to mental and/or other health challenges.

#### **Desirable**

- A sound understanding of child protection and risk of self-harm procedures in practice.
- Knowledge of political environment locally and nationally for the voluntary and community sector.
- Experience of managing risk, complex mental health presentations and assessment processes and to be able to advise on and implement best practice and relevant processes.
- Ability to use web-based Management Information Systems.
- Experience of managing websites.
- A strong understanding of data protection requirements, including of GDPR.
- Training and/or experience in disability and/or mental health awareness.
- Experience within and/or a strong understanding of the NHS and health sector.

#### **KEY TERMS AND CONDITIONS**

<b>Responsible to:</b>	Director, Arts and Minds
<b>Responsible for:</b>	Fundraising support (to be recruited), Fullscope Board management
<b>Notice period:</b>	2 months
<b>Salary:</b>	£30,000 - £35,000 pro rata
<b>Employment Period:</b>	Fixed term 3 year contract, subject to probation
<b>Hours:</b>	Hours negotiable: minimum 22.5 and up to 30 hours per week, conducted over 3 to 5 days per week
<b>Annual Leave:</b>	Negotiable on completion of probation. Statutory during probation. All annual leave will be pro rata dependent on hours.
<b>Probationary Period:</b>	4 months
<b>Location of Work:</b>	Arts and Minds offices, Cambridge (flexible office working negotiable)
<b>Pension:</b>	Automatic enrolment onto the NEST Employee pension scheme

#### **Equal Opportunities**

Arts and Minds is an equal opportunities employer. We're working hard to ensure all aspects of our work are representative of the world we live in.

#### **Note for candidates who identify as disabled:**

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable, we will make adjustments and offer alternatives to help you through the application and selection process.

#### **HOW TO APPLY**

Please send a covering letter (no more than 2 sides of A4) responding to the Job Description and your CV to [lucy@artsandminds.org.uk](mailto:lucy@artsandminds.org.uk) by **5pm on Wednesday 3 July**, including '**Fullscope application**' in the subject line.

Interviews will take place **Wednesday 10<sup>th</sup> July**. Please note in your email any availability issues.

If you have any questions or would like to discuss the role please contact Lucy Oliver-Harrison (Director, Arts and Minds) on the above email. We look forward to hearing from you.