

JOB DESCRIPTION

Job title	Partnership and Engagement Team Manager
Sector/Function	Public Health
Department	Support and Advice on Sexual Health – Westminster, Kensington and Chelsea and Hammersmith and Fulham
Reports to	Operations Manager
Grade	4

Job purpose	<p>To deliver engagement strategy for sexual health and health promotion, especially around support regarding sex workers, LGBTQ, BAME, hard to reach communities and PLWHIV.</p> <p>To work closely with management team and contribute towards service development, including working towards achievements of service KPIs, working in partnership with SASH partners and support joint working with many services across the boroughs.</p> <p>The main responsibilities are the following:</p> <ul style="list-style-type: none"> ✚ Cultivating, maintaining, and developing partnership among business partners, to effectively build and maintain the relationships with local health professionals and local community organisations that enhances strategic partnership ✚ To ensure staff from other agencies understand sexual health referral pathways. ✚ Overseeing delivery of engagement activities - working closely with service manager on on-going improvement/update of engagement strategies ✚ To design and deliver a sexual health group work program across SASH, which meets the needs of its residents. ✚ Management and delivery of professional training (internally and externally) –identification and monitoring of training needs, design, planning, and implementation of training programs to achieve the following: <ul style="list-style-type: none"> • Improve the knowledge and understanding of sexual health related issues among third sector organisations, Primary Care, Children and Families and other statutory and non-statutory organisations • To foster sexual health promotion and proactively promote the ethos and vision of the service ✚ To work with SASH Community Development Manager regarding setting up SASH Champions across SASH to support group work and service user involvement.
Key accountabilities	<ul style="list-style-type: none"> ✚ Clarifying needs via research, data gathering and training needs analysis. ✚ Developing training programmes for delivery to stakeholders, that meets BHIVA and BASHH Practice Guidelines. ✚ Representing the service in establishing and building relationships with local stakeholders. ✚ Supporting the development of other and flexible learning solutions such as e-learning.

	<ul style="list-style-type: none"> ✦ Design and delivery of a standard and bespoke sexual health awareness t sessions that will be delivered in various sites and in accordance with contractual agreements ✦ Working with existing Turning Point Services and building on existing partnerships ✦ Identification of new agencies requiring training ✦ Monthly reports on attendance, new agencies identified, and development plans prepared for the SASH partnership.
	<p>Work with the Marketing and Communications team to produce and implement a Marketing Strategy for the service.</p>
	<p>Working collaboratively with the internal TP L&D Team to share and develop best practice in training design, delivery and evaluation.</p>
	<p>Enable effective planning/control by ensuring required data is input into information management systems, interpreting trends and recommending or taking appropriate corrective actions.</p>
	<p>Adhering to the local Safeguarding agenda and requirements.</p>
	<p>Help to project the desired image of Turning Point by demonstrating the corporate values through own example.</p>
	<p>Undertake any other duties within your capabilities that are relevant to the job and reasonably requested of you by your manager.</p>
	<p>Direct reports - 4</p>

PERSON SPECIFICATION

Job title	Partnership and Engagement Team Manager	
Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Ability to work independently and comprehensively plan and deliver projects. ✚ Ability to work remotely from line manager. ✚ Building relationships (adapting to meet specific audiences' needs, presenting and facilitating, establishing rapport and trust quickly). ✚ Ability to influence others in order to create buy-in to the service. ✚ Showing personal leadership (projecting confidence, using professional judgment when the path is not marked clearly, looking for opportunities to lead). 	<ul style="list-style-type: none"> ✚ Innovation (capacity to produce new ways around old problems, searching for creative solutions that inspire others). ✚ Ability to seek out and identify opportunities to 'add value' and progress the L&D offer
Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Skills in creating, designing, delivering, and evaluating blended engagement solutions. ✚ Skills in planning, implementing, costing, and assessing sexual health -related business projects. ✚ Good working knowledge of sexual health issues. ✚ Ability to evaluate training provision and report findings. ✚ Ability to collect data and report progress against Key Performance Targets. ✚ Good IT skills 	<ul style="list-style-type: none"> ✚ Ability to deliver training on brief interventions and motivational interviewing. ✚ Experience of developing/procuring eLearning solutions.
Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> ✚ Experience of designing, delivering and evaluating blended sexual health programmes. ✚ Experience of delivering sexual health services ✚ Experience of team management and leading projects that require influencing others and coordinating complex relationships. 	<ul style="list-style-type: none"> ✚ Hold relevant training related qualification e.g. CTP

	<ul style="list-style-type: none"> ✦ Experience of providing supervision and employing coaching techniques. ✦ Experience of working with managers to understand the training needs of staff. 	
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Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> ✦ Capacity to travel to all parts of the locality of delivery as well as other Turning Point Services from time to time, requiring overnight stays. ✦ Willingness to work flexibly in order to reflect the demands associated with the delivery of the service. 	