

April 2022

Dear Applicant

**Application pack for the position of Project Officer (Contracts & Implementation) – Full Time**

Thank you for your interest in the above post at Better Start Bradford.

This application pack consists of:

- Job description, person specification and candidate privacy notice
- Application form
- Equal opportunities monitoring form

Please complete the application form and equal opportunities monitoring form and return it to us no later than Friday 13 May at 12 noon. Interviews will be held week commencing 23 May 2022. **Please note, we do not accept CVs.**

You can return your application to us via email to [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk). To ensure that all candidates are treated fairly, as part of the shortlisting process we remove the first two pages of the application form – please do not add personal identifiers on any of the other pages.

You can find out more about Better Start Bradford at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk).

**We are holding a virtual Recruitment Workshop Information Day on Friday 6 May 10:30 – 12:30 via Zoom.** If you would like to book on to the workshop, or if you would like an informal discussion about this post, please contact the admin team at [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk) /01274 723146 to arrange.

We look forward to hearing from you.

Yours faithfully

**Alex Spragg**

**Programme Director, Better Start Bradford**

## Project Officer (Contracts and Implementation)

### Job Description

<b>Office base:</b>	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Hybrid working options are available)
<b>Hours of work:</b>	Full time post – 37 hrs per week
<b>Starting salary:</b>	£28,000
<b>Holiday entitlement:</b>	25 days per year plus bank holidays and one floating day at Christmas/New Year (pro rata)
<b>Benefits:</b>	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
<b>Special conditions:</b>	An Enhanced DBS Check is required The Better Start Bradford programme is funded until 31 March 2025

### Background

Better Start Bradford is a 10-year National Lottery Community Fund programme managed by a local partnership. Bradford Trident holds the position of accountable body and is the employer of the Better Start Bradford programme team. Find out more at [www.betterstartbradford.org.uk](http://www.betterstartbradford.org.uk).

### Job role

To provide contract and day-to-day relationship management to the Better Start Bradford projects and support them in developing processes and systems for effective operations and reporting.

To oversee delivery of Better Start Bradford contracts ensuring compliance with project management methodology and tools to ensure projects are implemented effectively and can be monitored and evaluated.

To facilitate embedding of the Better Start Bradford key messages and learning from our programme across the area by demonstrating effective implementation of our programme.

### Specific responsibilities

1. Maintain good relationships with Better Start Bradford project teams and support them in meeting contractual requirements.
2. Work with the Implementation Manager and Implementation Team to develop and implement the programme of project reviews and ensure all information/data is provided in a timely and appropriate form.
3. Support the Implementation Manager and other managers in the drafting reports, contracts and other key documents as required.
4. Support the development of commissioning documentation and the design and delivery of commissioning processes.

5. Work with the Better Start Bradford project teams, Innovation Hub, and Senior Data Administrator to ensure data accuracy and integrity and support the effective collection of data and information to support monitoring and evaluation activities.
6. Work with the Implementation Manager, colleagues, and Better Start Bradford project teams to facilitate the development of plans for future sustainability of projects and their transition out of the programme.
7. Work with colleagues and Better Start Bradford project teams in the service design process to ensure set-up and operational plans are created, implemented, and reviewed effectively.
8. Work with colleagues to identify potential risks and ensure that all necessary preparations are carried out before projects are delivered.
9. Provide rigorous support and challenge, monitoring fidelity to the service design model, delivery indicators and progress against operational and sustainability plans.
10. Support projects to identify areas for improvement and use quality improvement tools/methodologies.
11. Help projects to develop ways to improve effective engagement of parents, working with colleagues in the core team and community partners.
12. Cascade local and national good practice on project implementation and ensure it is used to improve performance and impact.
13. Support the effective promotion of all Better Start Bradford projects across the area.

## Managerial responsibilities

**Reports to:** Implementation Manager

## Organisational responsibilities

All staff are expected to:

- Demonstrate a commitment to Better Start Bradford's vision, values, aims and core objectives and be prepared to contribute positively towards them.
- Promote and develop the positive profile of Better Start Bradford with parents, the community and all other stakeholders.
- Liaise closely with other programme and project staff members to ensure the development of integrated objectives and collaborative working.

## Legal and statutory responsibilities

All staff must comply with Bradford Trident Health and Safety and Safeguarding policies and attend relevant training as required. Bradford Trident and Better Start Bradford are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All Equality and Human Rights Legislation will be adhered to.

All members of staff are bound by the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Any breaches of the act or the confidential nature of the work of this post could lead to disciplinary action.

**Note:** This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

# Project Officer (Contracts & Implementation)

## Person Specification

Attributes	Essential or Desirable	How Identified Application form / interview / test
<b>Experience</b>		
At least two years' experience supporting projects delivering early childhood services	E	AF/I/T
Collaborating on projects with practitioners from a range of organisations/services	E	AF/I
Leading change with teams using project/programme management methods	E	AF/I
Experience of supporting networks and building relationships	D	AF/I
<b>Qualifications/training</b>		
Degree level qualification in a relevant profession e.g. health care, social care, early learning, childcare, community development	E	AF/I
Knowledge of and training in safeguarding and child protection	E	AF/I
Project or programme management qualification	D	AF/I
Trained in at least two of the parent support programmes included in the Better Start Bradford portfolio	D	AF/I
<b>Special knowledge/skills</b>		
Proven ability to motivate teams and individuals	E	AF/I/T
Able to think strategically and focus on solutions	E	AF/I/T
Able to challenge practice with sensitivity and respect	E	AF/I
Excellent communication skills	E	AF/I/T
<b>Personal circumstances</b>		
Able to be flexible in your working hours	E	AF/I
<b>Disposition, adjustment and attitude</b>		
Able to prioritise own workload and manage time effectively	E	AF/I/T
Able to multi-task and work well under pressure	E	AF/I
Able to work well as part of a team	E	AF/I
Committed to the aims and objectives of the Better Start Bradford Programme.	E	AF/I

## **Candidate Privacy Notice**

This role will be employed by Bradford Trident and funded through The National Lottery Community Fund.

As part of our recruitment process we collect, process and store information about you. We do this for the purpose of being able to communicate with you throughout this process as needed. By applying for this post, you give consent for us to process your information as is described here in the notice.

As part of the recruitment process, we will be collecting equality monitoring. This is anonymised. We report on this information to our board to ensure our recruitment practices are fair.

If your application is unsuccessful, we will securely destroy any identifiable personal information.

If your application is successful, we will keep your information so we can invite you to the next stage of the process. We will never share or sell your data to any third party organisations.

If you would like to read the longer and more detailed version of this privacy notice, please email [jobs@betterstartbradford.org.uk](mailto:jobs@betterstartbradford.org.uk).