



JOB DESCRIPTION

Policy and Participation Manager

Grade: NJC Scale, Points 34-37

Hours: 36 per week

Period of Contract: subject to ongoing availability of funding

Office Base: St Michael's Court, Stamford Street, Ashton under Lyne

Employer: Tameside 3rd Sector Coalition (T3SC)

Responsible to: T3SC Director

Responsible for: managing staff and volunteers in the Policy and Participation team

Main Contacts / key relationships: T3SC management team; Senior officers and elected members within TMBC, Tameside and Glossop PCT, Pennine Care Trust; members of Tameside Voice and VCS networks

Main purpose of job: To manage T3SC's policy and participation work, developing effective mechanisms for representation and involvement of the Tameside VCS through Voice.

Main Tasks and responsibilities:

Strategic working

1. To develop an operational plan for the policy and representation function at T3SC, and contribute to the development of the overall strategic plan for the organisation
2. To identify gaps and opportunities for Voice and its associated networks to influence and shape local quality of life and LAA indicators.
3. To develop a participation and development strategy for Voice and its associated networks
4. To instigate and contribute to original research undertaken as and when required with agreement of Director (for example "state of the sector").
5. To develop regular policy briefings for Voice and its networks and the wider VCS on national, regional and sub-regional policy, identifying implications, issues and opportunities

Leadership and management

6. To lead, develop and motivate staff within the Policy and Participation team
7. To manage the work of the Policy and Participation team, providing line management and regular supervision for staff and volunteers
8. To ensure T3SC staff are trained in current good practice in participation, to measure participation practice and monitor change across the organisation
9. To be an active member of the T3SC management team

Operational

10. To lead on the facilitation and development of Voice and its associated networks, ensuring that each network has clear terms of reference and development plan
11. To ensure representatives of networks in the Voice structure are supported and trained in their role
12. To develop an evidence based approach to demonstrating the impact and worth of Voice and its associated networks
13. To be responsible for ensuring that the work of the Policy and Participation team is recorded and monitored, and to prepare and provide verbal and written reports as required.

Financial

14. To identify funding opportunities, develop proposals and secure funding for existing and new policy and representation work
15. In conjunction with the Office and Finance Manager, to manage the budget of the Policy and Participation team

External Representation

16. To represent T3SC as a member of partnership boards and sub groups as appropriate and as agreed by the T3SC management team.
17. To represent T3SC professionally and effectively at a senior level to external organisations in relation to Policy and Participation
18. To champion the work of the VCS in Tameside, and its role in delivering services
19. To develop and maintain relationships with key contacts within statutory agencies to explore partnership working opportunities
20. To respond to local, sub-regional, regional and national policy on behalf of T3SC

Other duties and requirements

21. To work as a member of T3SC team, and to contribute to the development of policy and good practice within T3SC
22. To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities are implemented in all work undertaken on behalf of T3SC
23. To carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes T3SC's aims and policies.
24. To be responsible for own health and safety and that of colleagues, in accordance with the Health & Safety at Work Act and relevant EC Directives, including reporting and health and safety hazard immediately it becomes apparent.
25. To work in accordance with the Data Protection Act and to ensure all Data Protection problems are reported to the Office and Finance Manager.