



Overview

Job Title: Project Manager: Sunderland Social Prescribing Partnership

Salary: £32,000 per annum (Full Time Equivalent Salary)

Contract Terms: Employed. Fixed Term for 12 months

Working Hours: Part-time position. 16.5 hours per week (0.5FTE)

Location: Sunderland (The postholder may be required to work from any Sunderland Culture, or Sunderland Social Prescribing Partner venue)

Sunderland Culture is delighted to be working with Sunderland Carers Centre, Groundwork North East & Cumbria, Equal Arts and Sunderland GP Alliance to develop the Sunderland Social Prescribing Partnership, with support from the Thriving Communities Fund.

On behalf of the partners, Sunderland Culture is seeking to recruit an exceptional Project Manager to play a key role in the development of this programme.

Over the next 12 months the postholder will develop and manage the Sunderland Social Prescribing partnership, as well as working with partners to support the delivery of a series of social prescribing pilots across the city. The Manager will make a vital contribution to the Partnership's long-term ambition to ensure communities across Sunderland can engage with a broader range of community activities to support their health and wellbeing.

We are particularly keen to receive applications from individuals from communities which are under-represented within our current workforce, in particular from people from Black, Asian and ethnic minority backgrounds, and or with disabilities.

The Thriving Communities Fund is made possible with funding from the National Academy for Social Prescribing, Arts Council England, Natural England and Historic England, with support from NHS England and NHS Improvement, Sport England, the Office for Civil Society, the Money & Pensions Service and NHS Charities Together.



About the Partners

Sunderland Culture was established by a partnership between Sunderland City Council, University of Sunderland and the Sunderland Music Arts and Culture Trust. Sunderland Culture is firmly place-focussed in its creative and cultural ambition. We work across the city to ensure the power of great art, culture and creativity is harnessed for the benefit of Sunderland, its residents and visitors and work created here is showcased internationally.

Our mission is to improve life for everyone in Sunderland through culture. We will achieve this through 3 strategic ambitions:

1. Ensure an excellent, diverse artistic and heritage offer
2. Encourage everyone to get involved
3. Secure a revitalised, joined up and accessible cultural infrastructure

Sunderland Culture brings together the individual artistic and cultural strengths of our key venues: Northern Gallery for Contemporary Art; National Glass Centre; Sunderland Museum & Winter Gardens; Arts Centre Washington and The Fire Station.

Equal Arts is a creative ageing charity based in Newcastle improving the wellbeing of older people at risk of social isolation or living with dementia and long-term health conditions across the North East and throughout England.

Working with experienced and trained artists, we support older people, particularly those living with dementia, to access life enhancing and inspirational activities which improve their well-being and quality of life. We aim to bring positivity and opportunity into the lives of many when other life circumstances are challenging, confusing and distressing. Our aspiration is to see every older person having the opportunity to express themselves creatively regardless of cognitive impairment, life limiting condition or circumstance.

Sunderland Carers Centre offers advice, information, signposting, support, and activities for carers age five years and over throughout the city of Sunderland. Acting as a 'Centrepoin't' for carers in the city, assisting directly when and where we can and linking people with other organisations when more appropriate, to ensure that carers access the support most appropriate to meet their needs and individual circumstances.



Groundwork is a federation of charities mobilising practical community action on poverty and the environment across the UK. We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

Sunderland GP Alliance (SGPA) is a not-for-profit organisation supporting General Practice to respond to the health systems' changing needs and develop systems solutions. Working on behalf of the Primary Care Networks we provide a Social Prescribing Service to benefit all patients to improve their Health and Wellbeing, we achieve this through partnership working within with both Statutory and VCSE across Sunderland.

Part A: Job Description

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| Job Title: | Project Manager: Sunderland Social Prescribing Partnership |
| Salary: | £32,000 (Full time equivalent salary) |
| Working hours: | 16.5 hours per week (0.5 FTE) |
| Terms: | The post is offered initially as a 12 month, fixed term, employed contract. |
| Location: | Sunderland |
| Main purpose of role: | The postholder will develop and manage the Sunderland Social Prescribing partnership, as well as working with partners to support the delivery of a series of social prescribing pilots across the city. The Manager will make a vital contribution to the Partnership's ambition to ensure communities across Sunderland can engage with a broader range of community activities to support their health and wellbeing. |

**Key Tasks and
Responsibilities:**

The following is typical of the duties the post-holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To manage the monthly Sunderland Social Prescribing partnership meetings between Sunderland Carers Centre, Groundwork North East & Cumbria, Equal Arts and Sunderland GP Alliance and Sunderland Culture
- To manage the identification and recruitment of new partners who can add value to the aims and ambitions of the Sunderland Social Prescribing Partnership
- To support the delivery of the Partnership's social prescribing pilots
- To support and assist with fundraising to help develop the scope, scale and long-term aims of the Partnership
- To work with partners and referral agencies to support successful participant recruitment into the programme
- To manage the Sunderland Social Prescribing Partnership's monitoring, evaluation and documentation, and contribute into the national Thriving Communities evaluation programme.
- To manage the Sunderland Social Prescribing Partnership's project budget, in line with Sunderland Culture's financial management procedures
- To work with colleagues in Sunderland Culture and other partner's communications teams to help promote the impact of community activities for health and wellbeing across Sunderland.

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| | <ul style="list-style-type: none"> • To liaise with local, city-wide, regional and national arts, cultural, community and health organisations with regards to collaborative projects • To contribute to the broader Sunderland Culture ambitions around culture and wellbeing • Work within the context of Sunderland Culture’s Safeguarding, Health and Safety and Equal Opportunities and any other applicable policies in the delivery of all work. |
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| Special circumstances: | <p>Able to work outside normal working hours (evenings and weekends when necessary)</p> <p>To have or be prepared to apply for DBS enhanced disclosures</p> |
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Part B: Person Specification

| Key competencies | Essential | Desirable | Assessed by |
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| Qualifications and Professional Membership | Education to GCE Advanced Level (A level) | Degree, or equivalent qualification in relevant subject | Application |
| Knowledge and Experience | Experience of project management and/ or project co-ordination | Experience of managing or co-ordinating community, cultural or health and wellbeing programmes | Application and interview |

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| | <p>Demonstrable interest in and experience of voluntary, community, health and wellbeing and or cultural programmes</p> <p>Experience of working with diverse groups community groups across a range of ages and abilities</p> <p>Experience of managing partnerships and or stakeholder relations</p> <p>Understanding of safeguarding policies and best practice in working with children and vulnerable adults</p> <p>Able to work on own initiative and with supervision and as part of a team.</p> <p>Ability to plan, budget and manage successful events of various scales and types.</p> <p>Experience of evaluation, project reporting and documentation</p> <p>Excellent organisational skills</p> <p>Experience of IT packages including word, excel and email programmes</p> <p>A commitment to diversity and equal opportunities</p> | | |
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| Personal Qualities | <p>Diligent, organised with good attention to detail</p> <p>Efficient and courteous</p> <p>Experience of working effectively and supportively in a team.</p> <p>Confident and able to relate well to people, with good communication skills.</p> <p>Excellent stakeholder management skills</p> <p>Highly motivated and able to work in an accountable system and to deadlines.</p> <p>Good problem solver</p> <p>Flexible approach</p> | | Application and interview |
| Special requirements | | <p>Ability to occasionally work evenings and weekends</p> <p>Willingness to undertake a full DBS check</p> | |

How to apply

Application is by application form only. To apply, please complete the application form at <https://sunderlandculture.org.uk/about-us/opportunities/>

Please send completed application forms to - Amy.Martin@sunderlandculture.org.uk

Deadline for applications: Friday 21st May at 5pm

Interviews: Tuesday 8th June

Sunderland Social Prescribing Partners



With thanks to support from



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