# POST: Programme Manager (MAST) (Maternity Cover)

# Contract Length 9 Months (with possible extension to 12 months)

**LOCATION:**  **Shipley with work at other sites across Bradford district**

**GRADE / SALARY:**  **F1 £35,350 FTE per annum**

**HOURS:**  **34 hours per week**

**ACCOUNTABLE TO:**  **Head of Operations**

**Purpose of the Job:**

Day-to-day operational and strategic management and leadership of a multi-agency support team (MAST) comprising staff from four specialist organisations. MAST works across Bradford district to reduce the impact of hospital attendances, due to mental health issues, alcohol use and frailty.

**Main Duties:**

* Programme Manager for MAST, working closely with Project 6 leadership team.
* Work closely with Project 6 MAST Team lead and line management of MSAT deputy team lead.
* Line management of The Cellar Trust MAST staff.
* Overview of management of all community work across the MAST partnership.
* Data collation and analysis to produce monthly project monitoring and reporting.
* Produce quarterly and yearly data for commissioning report.
* Proactive management of the contract to ensure targets are met.
* Hold a small caseload, as needed, to cover any absences in the team.
* Complete staff rotas.
* Develop partnerships and maintain the MAST team profile through the delivery of daily/weekly meeting and strategy meetings with external partners.
* Attend ‘Frequent Attenders’ meetings and other meetings within the hospitals.
* Chair of MAST Team meetings and attending other meetings as appropriate to support the work of MAST.
* Chair MAST partnership meetings making sure all partners are up to date on project and outcomes.
* Support the development, promotion, and evaluation of the MAST project.
* Gather and share learning and best practice which can be used for future projects – linking mental health services, Safe Spaces and the acute hospitals.
* Maintain up to date knowledge of current issues/best practice in the fields of substance misuse and health and well-being.
* Work in line with all relevant safeguarding policies and procedures, ensuring concerns are escalated appropriately.

**Values and Behaviours:**

* Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
* Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
* Be passionate about our work and inspire others to feel the same.
* Be committed to doing things well and always look for opportunities for improvement.
* Model excellent partnership and team working.

**Person Specification**

Listed below are the knowledge, experience skills and values you’ll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

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| **Knowledge** | **Method** |
| A relevant degree, equivalent qualification, or significant equivalent experience | **Application** |
| Awareness or knowledge and/or lived experience of the challenges facing people who have difficulties relating to their mental health. | **Application**  **Assessment** |
| Knowledge of a range of mental health, substance use and frailty issues and services. | **Assessment** |
| Practical and current understanding of safeguarding and managing risk in a clinical setting. | **Assessment** |
| **Experience** |  |
| 2 years’ experience of providing support to clients/patients relating to at least one of these three areas: mental health, substance use, frailty. | **Application** |
| 2 years’ experience of leading and managing people | **Application** |
| Track record of delivering successfully in partnership with other organisations | **Application Assessment** |
| 2 years’ experience of project management | **Application** |
| Experience of creating and managing staff rotas | **Application** |
| Experience of using IT systems to record client notes | **Application** |
| **Skills** |  |
| Supervisory and people management skills | **Assessment** |
| Competent in Word, Excel, Outlook | **Application** |
| Effective written and verbal communication skills. | **Application**  **Assessment** |
| Ability to collate and interpret data for relevant audiences | **Assessment** |
| Cross sector partnership working | **Assessment** |
| **Values** |  |
| A firm belief that all people matter and deserve respect | **Assessment** |
| An evidenced belief that everyone can change | **Assessment** |
| A track record of delivering on your commitments | **Assessment** |
| A personal commitment to equality, diversity, and inclusion | **Assessment** |