

## Job Description

### Live Life Partnership Manager

**This is a new post, initially funded for two years with possibility of extension beyond that date.**

For 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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**Live Life** is a new partnership project with the specific purpose of Tackling Serious Stress in Veterans, Families and Carers. Two year funding has been provided by the Armed Forces Covenant Trust Fund. NHS Lothian is the lead organisation and Live Life grant holder.

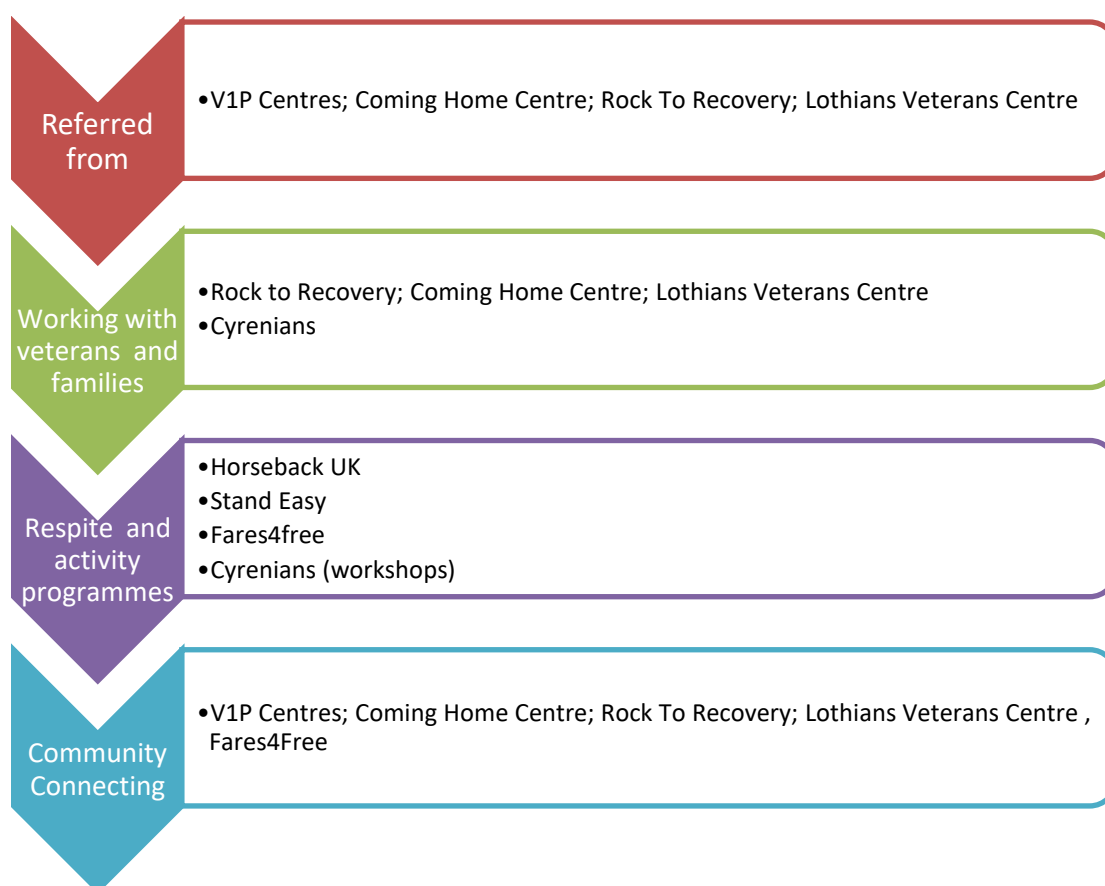
Cyrenians, NHS Lothian and Veterans' organisations (Veterans First Point, Fares4Free, Rock2Recovery, Coming Home Centre, Horseback UK, Stand Easy Productions and Lothians Veterans Centre) have agreed to work together to deliver the Live Life project in Scotland. By using our collective expertise, in areas such as mental health, mediation, coaching, drama, horsemanship, conflict resolution, advice and employability, along with shared values, we aim to ensure that the objectives of Live Life are delivered to a high standard.

The Live Life partnership shares the following aims:

- Promotion of positive family relationships
- Reduction in family conflict
- Promotion of positive communication
- Build resilience and strengthen families
- Reduced distress/stress for veterans and their families

There is currently very little available in Scotland which provides support to veterans as a family unit rather than individualised treatment. Partners and children of veterans are often left to support veterans who experience poor mental health on their own with little support. The impact on carers and children who live with someone who experiences mental ill health are well documented. The Live Life project will aim to reduce the impact of the veterans' mental illness on their families, provide support to all members of the family, allowing them space as individuals to explore the things which are impacting on them and also, work together as a family to address these where appropriate.

The project is based on the principle that stress, along with mental and physical health problems, affect the whole family unit. Partner agencies recognise that recovery cannot be achieved unless resilience is built in the entire family system. It is a preventative strategy to strengthen families but we recognise that some families who attend will already be living separately due to family breakdown.



Each year we anticipate working with around 50 veterans and their families over a 24 month period.

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## 2 Tasks and Responsibilities

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The Partnership Manager will be employed by Cyrenians to work on behalf of the consortium to implement and deliver the programme in key areas across Scotland. The initial focus will be in the south east of Scotland, this

will be reviewed after Year 1. The Partnership Manager will work with all partners to ensure the Live Life project is delivered in an efficient and co-ordinated way.

The key tasks and responsibilities are as follows:

### **Represent the Live Life Partnership**

- Be a first point of contact for anyone wishing to make use of, or find out more about Live Life.
- Become familiar with the work of consortium members, including areas of particular skill and expertise which will support us to be most effective at delivering the programme.
- Establish protocol across referral routes, in particular the allocation of respite breaks and mediation support.

### **Co-ordination of all Incoming Referrals**

- Manage allocation of referrals to all consortia providers.
- Monitor the capacity of each consortium provider to support effective allocations.
- Provide consortium partners with quarterly reports on referrals, allocation and other relevant information.

### **Marketing and Promotion**

- Work with consortium partners to agree consistent content for marketing materials, web content, etc.
- Work in conjunction with partners to effectively market and promote the project to those who may wish to access it.
- Contribute to strategic marketing through conferences, events and hosting interested stakeholders.

### **Relationships and Networks**

- Establish and manage relationships with key personnel within the consortium.
- Map the wider environment within which the consortium is operating in order that the programme makes best use of the range of resources available to people - for example other veterans' groups, health services, advice agencies, etc.
- Establish and manage relationships, sharing information where it is beneficial, with consortium providers across locations.
- Attend meetings and events as a representative of the consortium, ensuring information is shared with partners.

### **Monitoring and Evaluation**

- Develop and establish data gathering systems which meet the requirements of all stakeholders (funder, external evaluator, delivery partners).
- Gather, collate and share statistical information from multiple partners on the demand and uptake of the programme.
- Liaise with external evaluators (University of Chester), ensuring they have access to the data and people required.
- Provide reports to the funder as required.

### **Co-ordination of Live Life Partnership Meetings**

- Schedule meeting dates for Partnership meetings.

- Prepare a co-ordinated agenda, papers and reports.
- Attend and contribute effectively at meetings.
- Collate and circulate minutes.

### 3 Person Specification

<b>Knowledge and Experience</b>	
Thorough understanding of the issues affecting veterans and their families	Essential
Experience of successful partnership working	Essential
Excellent interpersonal skills	Essential
Lived experience of either being a veteran or being a family member of a veteran	Essential
Knowledge of veterans' organisations in Scotland	Desirable
Experience of setting-up/establishing a new service and systems	Essential
Ability to design and use systems to monitor progress and demonstrate impact	Essential
Commitment to quality assurance and high standards in service delivery	Essential
Proven track record of leading a consortium or partnership	Essential
Experience of using negotiation skills to achieve common goals	Essential
Track record in achieving aims and objectives of service delivery	Essential
Effective budget management experience	Essential
Understanding of Trauma informed service delivery	Essential
Understanding of the role of mediation and family support	Desirable
Knowledge and understanding of the benefits of the arts, drama and horsemanship in recovery	Desirable
<b>Skills</b>	
Excellent IT skills	Essential
Excellent organisational skills	Essential
Effective networking	Essential
Excellent communication skills, including report writing	Essential
Confident decision maker and able to work autonomously	Essential
Able to work quickly and accurately to meet deadlines	Essential
<b>Qualifications and training</b>	
SSSC recognised professional and vocational qualifications	Desirable
<b>Values and attributes</b>	
Passionate about enabling vulnerable people to overcome problems and reach their potential	Essential
Creative and innovative problem solver	Essential
Respectful of others	Essential
Energy, drive and enthusiasm to ensure the service and all those involved in it thrive	Essential
Committed to service excellence and continuous improvement	Essential

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## 4 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Live Life partners, Cyrenians Board of Trustees (via Cyrenians' Chief Executive Officer)
<u>Line Manager:</u>	Head of Services
<u>Liaison with:</u>	Consortium leads, Cyrenians' Leadership Team
<u>Workplace:</u>	Based in Edinburgh but involves travel across Scotland
<u>Working Hours:</u>	30 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£29,110 - £33,172 per annum pro rata (scale points 31-36). Starting salary will be scale point 31. This equates to £23,602 per annum for a 30 hour week.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	Funded by Armed Forces Covenant Trust Fund, grant holder NHS Lothian.
<u>Disclosure:</u>	Basic
<u>Contract:</u>	Two years

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## 6 Application deadline and Interview dates

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<u>Closing date:</u>	<b>9am - Monday 9<sup>th</sup> September 2019</b>
<u>Interview date:</u>	<b>Friday 13<sup>th</sup> September 2019</b>
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form. No CVs will be accepted.