



Job Description

Shine Women's Mentoring Service - Public Social Partnership (PSP)

Job Title: Shine National Partnership Manager

Responsible To: Director of Justice

Supervisory Responsibility: Shine support team

The Partnership

The Shine Partnership is an innovative, government funded programme designed to bring together public and third sector bodies to deliver through care mentoring and support to women in the prison system. The services are focused on outcomes and are voluntary, designed to support women to return to the community and to avoid them returning to the prison system.

Purpose of the Role

The overall purpose of the job is to manage the programme to ensure that we successfully deliver the Shine throughout Scotland, working with all of the partners involved and with a Project Board and Programme Board. The post holder is responsible for the daily operations and decision making that supports the Shine program, working with peers, partners, and stakeholders.

The post holder will also work to communicate the value and impact of Shine more widely and to engage support and funds from other sources. The post holder will be expected to co-ordinate the programme of activity amongst the partner organisations which aims to:

- Deliver a sustainable service that will overcome structural and cultural barriers within existing services.
- Ensure consistency of standards for mentoring across the partnership and work with partners to constantly improve services to meet the needs of mentees.
- Identify new ways to add value to the delivery of a range of existing services provided by other agencies to meet the specific needs of the service users.
- Fill gaps in services and deliver transformational change leading to better outcomes for women.
- Develop the research base and provide the foundation for future sustainability and learning.
- Reduce the likelihood of future custodial sentences and further escalation through the criminal justice system.
- Contribute to a reduction in re-offending by women.

Main Duties and Responsibilities

The role includes the following key responsibilities:

1. To programme manage the Shine Project, supporting delivery partners to achieve their targets.
2. To coordinate the implementation of the PSP Project, working with the PSP Project Board and the PSP Programme Board, including:
 - carrying out actions agreed with the Project Board and Programme Board
 - acting as a focus for information and reporting on progress
 - making connections between different, PSP partners and public sector organisations
3. To progress the different elements of the project to ensure that they are delivered on-time and that the operational and outcome requirements of the project funders are met.
4. To facilitate and manage the PSP Partnership network.
5. To ensure that the partners contribute to the robust project monitoring and evaluation plan, gather the evidence and track outcomes.
6. To work collaboratively with colleagues across the partnership, facilitating communication and the exchange of information within the PSP partnership network.
7. To develop and deliver a communications plan for key stakeholders.
8. To promote the partnership as widely as possible and seek funds to develop more activities in support of the women we work with.
9. To prepare regular reports for the Project and Programme Boards and design and produce an effective end of project evaluation as part of the project plan.
10. To develop a culture of knowledge sharing and best practice between partners and groups working on the PSP Project.

Criteria	Essential	Desirable
Qualifications		
Appropriate vocational qualification	X	
Experience		
Proven management experience in partnership working	X	
Project and programme management	X	
Managing relationships with multiple stakeholders	X	
Successful budget management	X	
Stakeholder and relationship management	X	
Bidding for funds	X	
Risk management – working knowledge	X	
Planning and project management – working knowledge	X	
Skills and knowledge		
Ability to build and sustain good working relationships with people at every level	X	
Excellent verbal and written communication skills including report writing and presentation skills	X	
Stakeholder management	X	
Good negotiation skills and ability to think creatively and problem solve effectively	X	
Leadership and team building skills	X	
Project management	X	
Knowledge of a range of IT systems including Word, Excel and PowerPoint and bespoke project management applications	X	
Sound knowledge of third sector and local authorities	X	
Criminal justice knowledge, particularly women in the criminal justice system	X	

Outline of Main Terms and Conditions of Service

Other:

The place of work for office purposes is flexible and meetings nationally will be undertaken via the MS Teams system for the foreseeable future. Some travel will be expected in the future.

Sacro is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the organisational benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.

All employees are required to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Outline of Main Terms and Conditions of Service

Salary:	SCP 39-42, £37,090 - £40,007
Leave Entitlement:	31 days annual leave plus 6 fixed public days.
Hours of Work:	37.5 hours per week. Some out of hours on call work may be required.
Condition:	This post is subject to a satisfactory PVG membership.
Travel:	There will be a requirement for some travel throughout Scotland in this role.
Pension:	Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues.
Work Base:	Edinburgh. Sacro reserves the right to change office base location within reasonable parameters.
Notice:	12 weeks, in writing
Benefits:	<ul style="list-style-type: none">• Policies and family friendly.• Generous annual leave entitlement.• Employee wellbeing scheme.• Pension scheme and death in service.• Learning and development, progression and qualifications.• Opportunity for growth and development.• Enhanced company sick pay.• Cycle to work scheme.• Flexible and hybrid working.• Work-life balance.• Additional annual leave day for birthday.• Employee discount scheme.