

# JOB DESCRIPTION



<b>Role title:</b>	Serious Violence Programme Manager
<b>Grade and salary:</b>	K £36,177 - £43,254
<b>Hours:</b>	37 hours - Fixed term until 31 <sup>st</sup> March 2023
<b>Department or Division:</b>	Partnership and Prevention
<b>Location:</b>	Ripley Police HQ/Agile Working
<b>Post reports to:</b>	Superintendent, Partnership and Prevention
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Flexible working hours.</p> <p>The ability to travel to remote locations throughout the county is required, a casual car user allowance will be available.</p> <p>Some evening and weekend work may be required.</p> <p>Please note that as part of MV/SC Vetting requirements, you must have 5 years UK residency</p>

## PURPOSE AND DESCRIPTION OF JOB ROLE:

To design and successfully manage and contribute to the delivery of the Serious Violence programme for Derbyshire, in line with Home Office requirements, the strategic needs assessment, local strategy and direction from the core membership (Serious Violence board)

The role will support a multi-agency approach regarding our response to prevention and reduction of Serious Violence in the City and County area.

## SPECIFIC ROLES AND RESPONSIBILITIES:

To design, record and manage the multi-agency delivery programme for reduction and prevention of Serious Violence programme

To pro-actively manage the quality and performance of the Serious Violence programme and its products thereby ensuring supporting work-streams are delivered and that the programme delivers desired outcomes on time, to quality and within budget.

To represent the Serious Violence programme at local and national Boards, meetings, forums and networks delivering presentations and other inputs as appropriate to role

To manage, coach and mentor support roles within the team such as analyst, youth engagement and comms co-ordinator

To schedule, produce and submit Home Office returns and mandatory products, including the Annual Report, attend contract management meetings and co-ordinate official visits

To lead the commissioning, contract management and continuous oversight of Serious Violence funded initiatives and interventions including co-ordination of the provider network and other relevant initiatives

To develop and oversee the Serious Violence workforce development programme for providers and the wider Network

To lead on specific Serious Violence projects as relevant to role including initiatives delivered through the central team

To coordinate the any grant applications and contribute to bids for additional funding

To keep the PCC and OPCC, Core Membership and other major stakeholders sighted on key risks, issues and decisions, escalating where appropriate.

To work with the key stakeholders to ensure the programme secures effective engagement at all levels within the Serious Violence partnership

To work with the Comms and Campaigns Lead to ensure timely and effective communication to relevant stakeholders and to develop and maintain communication and campaign initiatives

To monitor the Serious Violence budget, proactively managing risks and responding to issues including making reprofiling requests

To generate agendas and reports for the Serious Violence formal governance including the strategic board, delivery groups and other relevant boards

To oversee the development and maintenance of a stakeholder database

To oversee the co-ordination of programme-level events such as conferences and webinars working closely with support staff and the Comms and Campaigns Lead

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

The ability and willingness to occasionally work outside normal office hours

Undertake other duties, in line with the responsibility of this role, that may be required to achieve the aims of the Serious Violence programme

---

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

Educated to degree level or equivalent and have extensive experience in a relevant field

A recognised project management qualification and/or applied knowledge of managing and delivering projects

Experience of successfully managing all aspects of public sector projects and programmes, including resource management (including line-management of staff), managing multiple work streams, often within challenging timescales, in order to deliver expected outputs and outcomes

Experience of working in a relevant arena, for example Criminal Justice, Children's Services, Local Authority Health or the Voluntary and Community Sector

Experience of managing senior stakeholders from a wide range of organisations to understand and deliver on strategic requirements

Demonstrate an ability to operate at a strategic and operational level delivering key outputs and outcomes against tight timescales

Proven ability to operate and achieve results through skilled communication, influence and negotiation with a diverse range of political, strategic and operational stakeholders in order to build effective and productive working relationships and achieve the VRN's aims

Strong numerical and verbal critical reasoning ability in order to think strategically, logically and clearly, and to take rational decisions and decisive action under pressure

Demonstrate a level of awareness of diversity issues appropriate to this role.

Confident and clear approach to report writing and presentation skills

Experience of managing budgets and an understanding of commissioning and procurement

Must hold a full driving licence and be prepared to use own car for business purposes

### Desirable:

Post graduate management qualification

Knowledge of Serious Violence, relevant legislation, policies and effective strategies

Knowledge of a public health approach

Experience of working within a context relevant to the prevention of serious violence

Experience of commissioning services and contract management