



# Senior Project Lead Job Description

May 2023



**Care City**

<b>JOB TITLE:</b>	<b>Senior Project Lead</b>
<b>GRADE:</b>	<b>£46,000 - £62,000 - dependent upon experience</b>
<b>RESPONSIBLE TO:</b>	<b>CEO, Care City Innovation C.I.C.</b>
<b>REPORTS TO:</b>	<b>COO, Care City Innovation C.I.C</b>

## **Aim of the role**

Care City is working hard to bring about radical change that realises a more relational approach to health and care that involves communities, new care roles, and ways of working with public and health partners that are enabled by better technology.

Our Senior Project Leads play many different roles at Care City. We are a small organisation that wants to make a big impact, and we recognise the need to have a diverse range of talent, skills and knowledge in our team. This means that whilst you will be responsible for leading major projects, you will also use your skills and knowledge to help us establish new relationships with existing and potential partners, and you'll help us develop new and creative ways to solve problems across health and social care with our partners and their communities. We want to help our partners in health and care to bring about change and this requires us to help them redesign their organisations, helping them to develop new relationships with communities, join up parts of the system and think creatively about the skills, roles and new structures that may be needed to realise outcomes.

Projects at Care City might involve leading internal change work. For example, we've recently worked on our internal progression and development framework together. Projects might also involve working with our local community to deliver social impact - for example, we helped to launch a local 'Fuel-up' campaign last winter to help those in need of finance pay for their energy bills in Barking and Dagenham.

We work differently at Care City. You'll be working alongside an exceptionally talented and diverse team; as a Senior Project Lead, you'll understand the right mix of skills and knowledge needed to bring teams together on work. We'll

welcome the critical and creative thinking that you might bring from your experience of working in similar or completely different industries. You'll regularly contribute to advancing our knowledge through attending events and networking, and we'll support you in sharing your thought leadership through blog posts and events.

There are a significant number of innovative pilots and pathway projects in health and care that don't bring about the type of change we desperately need: too often ingrained in siloed ways of thinking and working. Above all, in this role, we need people thinking about organisation design, implementation, scale and spread in our work from the beginning - that will help make an impact and realise the change we want to see in the world.

As a Senior Project Lead you will have the following accountabilities:

1. Motivating and leading project teams, specifying clearly roles, tasks and timelines. Identifying the right mix of skills and knowledge needed to deliver outcomes.
2. Making sure that projects are delivered on time, within budget and that they deliver value for money for our partners.
3. Identify new opportunities to help us achieve our mission and support our clients in solving complex problems. Helping to build a pipeline of work, bid writing etc.
4. Help us to grow our existing relationships with partners and clients, identifying opportunities to work together and to scale and spread innovation.
5. Proactively help us identify internal change opportunities and impactful projects with our community that will help advance our mission.
6. Contribute your ideas to help us grow the organisation and evolve our strategy over time, and constructively challenge and work with leadership to make sure we get this right.
7. Ensure and model the Care City principles of fairness and equity across all projects, project team, leadership and management.

8. Work in the open, share challenges and problems and find solutions with the team.
9. Lead team meetings and provide regular updates on project progress, focusing the team on priorities and resolving issues and questions.
10. Facilitate and negotiate with health and care stakeholders, act as primary Care City contact for project stakeholders and manage relationships.
11. Represent Care City at events and conferences and through thought leadership by writing blog posts and public speaking at events.

## Benefits of being part of Care City

- A meaningful job where all team members contribute to improving the health and wellbeing of our East London community
- Competitive and performance-based remuneration
- 27 days' holiday incl. maternity, paternity, carers, adoption leave and bank holidays
- An additional day off per year for a celebration of your choice (e.g. birthday, anniversary)
- Contribution to a pension scheme
- Development and training opportunities for shaping and realising your career goals
- Flexibility with working hours
- Employee Assisted programme providing access to counselling and other support services
- Personal User Guides. We work hard to understand each other's working styles.

## About us

Care City is a non-profit project-based organisation composed of twelve smart, committed people working as a dynamic, supportive team to deliver both measurable improvements in healthy ageing for the local population and to act as a catalyst for regeneration across north east London. Our team is our most valued asset, and we place importance on working with kindness, empathy and compassion towards each other, our community and our partners. We do not subscribe to traditional leadership models - but encourage compassionate leadership, which avoids hierarchies and places equal value on each voice within the team.

Originally co-founded in 2013 by the London Borough of Barking and Dagenham (LBBD) and North East London NHS Foundation Trust (NELFT), we became an independent Community Interest Company (CIC) in 2019, existing primarily to benefit our North East London community and reinvest any profits in our social purpose.

We are delivering a number of diverse projects for partners, including The London Clinical Dementia Network, The Health Foundation, London Borough of Barking & Dagenham and North East London Health and Care Partnership. At present, our work includes helping inspire young people and job seekers of East London to consider local careers in health and social care, improving hospital discharge processes with support from our local carers network and piloting exciting AI scheduling software to help District Nurses spend less time travelling and more time delivering care.

With this range of work, the partnerships to achieve real, practical change and the freedom to develop new projects to support healthy ageing in North East London, we can help colleagues to learn from diverse projects, focus on the areas they are most passionate about and work with us to develop programmes of work for the future, which grow as they develop.

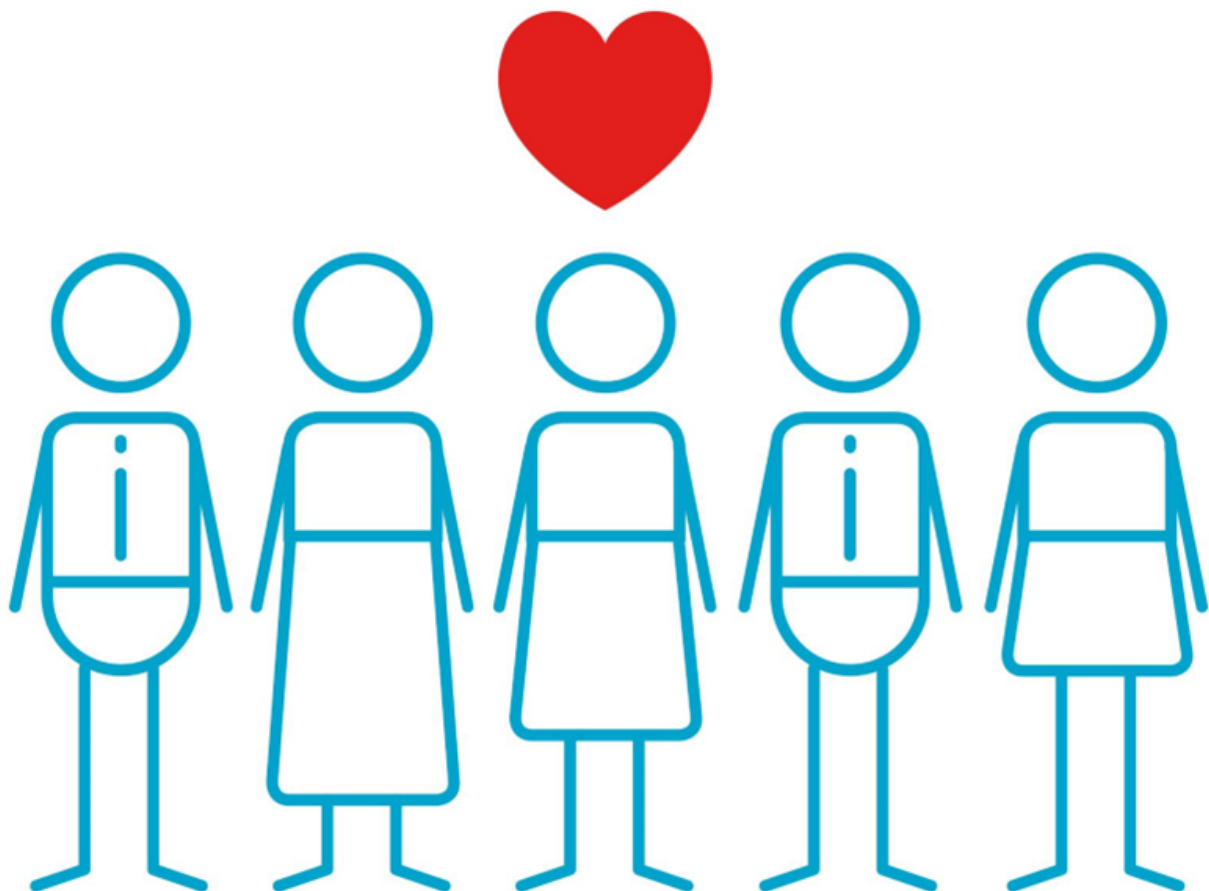
## About you

Of course we are looking for someone with project and people management skills and the desire and aptitude to Care City's wider strategy and business development. However at Care City, behaviours are valued as highly as experience. You will be able to demonstrate:

- Building trust and motivating others - accepting people for what they are, identifying the values they can add, showing appreciation for their contributions and empowering them to succeed
- Effective communicator, negotiator and influencer - developing relationships with partners and stakeholders to build Care City brand and drive new business
- Cultural awareness - not just within the team, but within our communities. It's only by truly understanding what our communities' needs are and how they are motivated that we will succeed.
- Determined and motivated - you are looking for a challenge and wanting to be inspired, with the determination to make a real difference in the lives of our East London community.
- Agile, adaptable, problem solver - learning from what does and doesn't work, implementing changes that need to be made and overcoming obstacles to ensure successful outcomes.

## To apply

Please email your CV and supporting statement to [careers@carecity.org](mailto:careers@carecity.org)





**Care City Innovation C.I.C.**

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