

Project Manager: Enhance

Job Description

Job Title	Project Manager: Enhance
Responsible to	Programme Manager
Employed by	Leeds Older People's Forum
Salary	SCP 30 £39,513 (pro rata)
Contract	Fixed term to 31st March 2026
Annual Leave	25 days + 8 days public holiday
	Pension scheme Company scheme or contribution to private scheme (5% employer contribution)
Hours of working	25 hours per week

About Leeds Older People's Forum

Leeds Older People's Forum is a registered charity that exists to promote the wellbeing of older people in the city of Leeds. We're a network of third sector organisations working to ensure older people have the opportunities, freedom and support to live the life they want.

Together we've been working with and for older people since 1994 to make Leeds the best city to grow old in. Our member organisations work closely with older people across a diverse range of areas, including health, social care, housing, transport and leisure.

We're constantly exploring, evaluating and adjusting to the needs of older people. Thanks to our connections to the wider health and social care network in Leeds, we're in a position to promote the wellbeing of older people in a way that's shaped directly by their voices.

Aims of this post:

To enable Leeds Older People's Forum to achieve our mission to ensure older people have the opportunities, choices and support they need to live the life they want.

Project Managers will take responsibility for delivering impact which will support the organisation to deliver our four key outcomes:

- Voice - the voices of older people are listened to in Leeds
- Leeds is an age and dementia friendly city
- The third sector is an equal partner in the city
- The health, wellbeing and independence of older people is improved

The Project Manager for Enhance will do this by:

- Working with third sector organisations to deliver health hubs and wellbeing support to older people in receipt of community healthcare services
- Linking with LCH Neighbourhood Teams to ensure older people who need support with health and wellbeing are referred to their relevant delivery partner
- Monitoring the delivery of third sector partners to meet the requirements of the Enhance contract

Duties

Development

1. Effectively manage relationships with third sector delivery partners including contract management, monitoring and support as required.
2. Liaise with LOPF team members to ensure Enhance is on track to meet key milestones.
3. Effectively manage relationships with LCH including reporting to and attendance at joint meetings, supporting flow of referrals and ensuring the project remains on track.
4. Ensure risks and issues associated with the delivery of the programme are captured, monitored and mitigated in liaison with the funder.
5. Effectively manage written communications including with the funder, delivery partners and any reports as required.
6. Work with senior managers within LOPF, LCH and the wider health and care system to secure future funding for the continuation of Enhance.

Developing the capacity of the voluntary sector in Leeds:

1. Developing the capacity of the Voluntary Sector in Leeds through:
 - learning and facilitation

- o grant-making
- o contract management
- o partnership working with external stakeholders

Delivery

1. Manage the governance of the programme i.e. the Enhance Implementation Group and the Enhance contract meetings; preparing the necessary paperwork.
2. Be the main contact person for your project when liaising with the funder, and managing that relationship with the funder where appropriate.
3. Working with the Monitoring and Evaluation Officer and any external evaluator to provide regular reports to the CEO, LOPF Board of Trustees and to the requirements of the funding body
4. Be responsible for ongoing contract and performance management with delivery partners.
5. Engage with stakeholders regularly, through network meetings, steering groups or one to one meetings, as appropriate to ensure
6. Lead on the promotion, marketing and communications for the project, liaising with the Communications Officer and funder.
7. Ensure project beneficiaries stories and experience of Enhance are communicated throughout the project.
8. Implement a test, learn and develop approach in the project.
9. Complying with the requirements of all Leeds Older People's Forum policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures and for GDPR compliance and equity of opportunity in all aspects of the post

Competency Framework

Applicants will be able to demonstrate they have the essential competencies evidenced through their skills, knowledge and experience gained from, but not limited to, working in a responsible project delivery role across a number of partner organisations. They will also share LOPF's [core beliefs and values](#) and demonstrate a passion to make life better for older people.

LOPF's Competency framework is divided into three clusters.

Cluster One - Setting Direction:

1. Seeing the big picture is about having an understanding and knowledge of how your role fits with and supports the organisational aims and wider needs of older people in Leeds.

2. Making effective decisions and taking responsibility, aligning all we do to the values of our organisation
3. Changing and improving is about taking initiative and seeking opportunities to create effective change - modelling LOPF's test, learn, improve ethos

Project Managers will have the skills, knowledge and experience to:	Identify priorities and strategy for their own area of work; bringing together the views and perspectives of a wide range of stakeholders.
	Draw together and make reasonable conclusions from a wide range of evidence and data to make decisions on their own work area which weigh the complexities against the need to act. Where a range of options are available they will easily refer to supervision for guidance.
	Encourage and recognise a culture of innovation and initiative, giving people space for creativity.

Clutter Two: Engaging People:

1. Showing pride and passion for LOPF's work and campaigns
2. Collaborating and partnering - at all levels it requires working collaboratively, sharing information appropriately and building supporting, trusting relationships with colleagues inside and outside of LOPF.
3. Building Capability for All - is about creating a learning and knowledge culture, supporting our teams internally and our delivery partners to be effective now and in the future.

Project Managers will have the skills, knowledge and experience to:	Be visible, engaging confidently with stakeholders and colleagues, communicating in a truthful, straightforward, impartial way to generate commitment to goals.
	Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests.
	Have operational responsibility within their own work area.
	Role models work placed learning and development, including leadership, management and people skills.
	Coach and support colleagues to take responsibility for their own development

Deliver Impact:

1. Changing and Improving - seeking opportunities to create effective change, testing what works, improving and changing what doesn't
2. Achieving outcomes - ensuring all activities are delivering against our outcomes.
(See appendix one)
3. Delivery at Pace is about taking responsibility for the outcomes we want to deliver, building a culture where staff are given space, authority and support, whilst maintaining a focus on our priorities.

Project Managers will have the skills, knowledge and experience to:	Understand the needs of older people and the third sector. Work effectively with different organisations to commission and source activities and solutions to achieve organisational goals.
	Get the best out of people and delivery partners by giving enthusiastic and encouraging messages about priorities, objectives and how they will influence older people and our third sector partners.
	Motivate improved performance by / of partners, challenging any gaps in delivery through joint working.