

Job Description

Head Of Programmes

Location

Home Based in the UK

Hours

30 Hours

Responsible to

Chief Executive Officer

Kentown Support is here to ensure that every child with a life-limiting condition and their family across the UK has access to a model of integrated community children's palliative care. Their objectives are to **REPLICATE** and roll out the Kentown model to reach more children, **CREATE** sustainable teams around the child and family and **EQUIP** professionals and parents/carers with the knowledge and expertise to deliver the best health and social care for children with life-limiting conditions through high-quality research, education and training.

Purpose Of Post

Our Head of Programmes will bring the clinical leadership for the day-to-day development, management and delivery of Kentown programmes of work. They will build and facilitate strong working relationships with our programme partners and support growth in relationships amongst professionals across the sector and strengthen opportunities for children's community palliative care services and professionals to share knowledge, innovative practice and research. By building strong relationships with professionals, services, networks and partner organisations (statutory and voluntary sector) you will extend the reach and influence of Kentown Support's brand across the palliative care sector and influence the way in which children's community palliative care develops.

Key tasks and Responsibilities

Project Management and Development

- Build and facilitate strong working relationships with our programme partners providing regular updates and communications and be the senior contact across the day-to-day workings of the projects/programmes, reporting back to the CEO and COO as necessary.
- Provide strategic clinical guidance and leadership to our programmes of work, involving different partners/people in the organisation as required.

- Responsibility for ensuring programme activity is underpinned by the necessary project management tools, for example the management of risk, communications and marketing, monitoring and reporting.
- Oversee the process of monitoring, measurement and impact reporting across the scope of each programme of work, build recommendations and ensure learnings inform and improve future work.
- Prepare quarterly programme reports for Executive team and ensure they are informed of deviations from project plans.
- Develop and keep up to date systems and processes that underpin delivery of our work.
- Work alongside COO and fundraising colleagues to develop and oversee funding proposals, case(s) for support, our impact framework and reporting requirements.

Networking and Collaboration

- Network, collaborate, share and promote good practice in children's palliative care, and act as a credible resource and point of reference for leaders and practitioners within the children's palliative care sector.
- Establish effective partnerships with individuals and organisations, from within and outside the children's palliative care sector, to raise awareness of Kentown Support's vision and strategy for community children's palliative care to improve the lives of children and families.
- Represent Kentown Support and our programmes of work at external meetings within health and social care.
- Identify opportunities for families to be involved in the development of our work and develop programmes that prioritise their needs and those currently unable to access support.

Education, Training and Research

- As part of our Centre of Excellence support a culture of research, education and development across the palliative care sector.
- Develop and deliver a range of strategies to promote professional engagement and influence knowledge exchange across the palliative care sector.
- Create opportunities for innovative joint education, training and research initiatives with external partners.
- Ensure that evaluation and feedback processes are in place for all learning/delivery and that outcomes are fed into future development of education provision.
- Support Kentown palliative care teams in the statutory and voluntary sector in providing best practice and learning through the promotion of education, learning and self-improvement.

Professional Leadership

- Bring senior clinical leadership, input, experience and expertise to our programmes.
- Contribute to the strategic direction of the organisation in bringing together research, training and education for children's palliative care.
- Work with our communications team, to plan and execute programmes' communication plans to relevant stakeholders in wider health and social care.
- Effectively manage delegated budgets and resources ensuring programmes deliver their outcomes.
- Play an integral and active role within Kentown Support, informing, shaping and delivering our overall strategy and operational plans.
- Continually develop your understanding and knowledge in children's palliative care.
- Act as the Safeguarding Lead for Kentown Support and ensure that safeguarding policy and culture is embedded across the charity.

General Responsibilities

The Post holder will be expected to do the following:

- Participate in regular (monthly) updates to Executive team and attend face to face team meetings as and where appropriate.
- On occasion you may need to work outside of normal office working hours either due to travel requirements or to attend meeting and/or events.
- To adopt a positive approach to personal and professional development, engaging in regular one to one meetings, and an annual performance review with the CEO, Kentown Support.
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager.
- To carry out your work in a way that reflects and uphold Kentown Support's Values.



Person Specification

Head of Programmes

Qualities	Essential	Desirable
Qualifications	<p>Registered children's practitioner with at least five years clinical experience and experience of working with children and families with complex health needs/palliative care needs.</p> <p>Educated to masters level in clinical or educational course areas.</p> <p>Evidence of continuous professional development</p>	Qualification in paediatric palliative care
Experience	<p>Experience of working with children and/or young people with complex needs and their families</p> <p>Commitment to improving lives of children and young people with palliative care needs</p> <p>Working with children and their families to enable them to participate in opportunities to share their experience and in the development of services.</p> <p>Track record of building strong and effective working relationships with a wide range of stakeholders and organisations.</p> <p>Experience of developing objectives, monitoring delivery and measuring outcomes</p>	<p>Senior leadership experience</p> <p>Experience in Community Nursing</p> <p>Experience of research</p>
Knowledge and understanding	<p>Knowledge of children's palliative care sector</p> <p>Knowledge of regional health and social care structures, integrated care systems</p> <p>Knowledge of the role and function of managed/clinical palliative care networks</p>	Knowledge of NHS infrastructure

Qualities	Essential	Desirable
Skills and Abilities	<p>Demonstrate ability to work collaboratively across organisational boundaries to achieve shared goals of programmes and to support the vision of Kentown Support.</p> <p>An experienced facilitator with excellent communication skills</p> <p>Be able to work professionally creatively and credibly with a wide range of stakeholders.</p> <p>Good organisational skills and the ability to prioritise workload in a demanding environment</p> <p>Experience of managing projects, setting objectives, monitoring delivery, excellent time management and organisational skills</p> <p>The ability to lead, inspire, influence and motivate.</p> <p>Ability to apply a wide range of IT skills</p> <p>Ability to promote the charity to a wide range of individuals and external audiences.</p>	<p>Experience of identifying and measuring outcomes in health and social care</p>
Personal Qualities	<p>A team player, keen to collaborate, solve problems and effectively manage stakeholders</p> <p>Enthusiastic, confident and motivated by achieving targets, managing multiple tasks, and working to deadlines.</p> <p>Resilient, positive, and adaptable to change and feedback</p> <p>Empathy with the children's palliative care sector.</p> <p>Committed to the vision, mission and values of the charity.</p> <p>Willingness to travel, including overnight stays</p> <p>Clean driving licence</p>	