

HEAD OF HEALTH AND CLIMATE 1 YEAR MATERNITY COVER

Title:	Head of Health and Climate
Hours:	Full time (4 day week considered)
Salary:	£48k – £52k (depending on experience)
Contract type:	Fixed Term 12-month Maternity Cover Jan to Dec 2025
Annual leave:	25 days per year + bank holidays
Reports to:	Deputy Chief Executive
Location:	Hybrid working – home and PDT offices in North Westminster
Deadline:	Monday 14 th October 2024 at 5:00pm

Please note that PDT is clear on our commitment to safer recruitment and this role is subject to successful completion of references, DBS check and a three month probation.

We are looking for an experienced project and people manager to oversee our exciting, community-embedded health and climate programme at Paddington Development Trust, a dynamic place-based charity that has been working with communities in North Westminster for over twenty years.

We are looking for someone with a passion for empowering individuals and communities around their health, wellbeing and climate action.

The successful candidate will also have a strategic outlook, excellent organisational skills and experience of managing multiple projects and people.

In line with our Investors in People Gold status, we are looking for someone who has the skills and understanding to empower and enable their staff to take ownership, innovate and feel fulfilled in their roles.

This is an excellent opportunity for a highly skilled project manager to apply their skills and experience to a senior role, including becoming part of PDT's Senior Management Team.

PDT's Health and Climate Programme consists of a staff team of 22 covering four Community and Maternity Champions projects in Queens Park, Harrow Road, Westbourne and Church Street, Westminster Maternity Champions, North Paddington Climate Champions and a team of Community Health and Wellbeing Workers in Church Street. The Head of Health and Climate will oversee the delivery of these projects through managing a high performing team of project managers and having oversight of budgeting, monitoring and strategic partnerships for all the projects.

For more information on PDT and our Health and Climate work visit our website at www.pdt.org.uk

About Paddington Development Trust

PDT was formed in 1998 by local residents who remain at the heart of everything we do. A significant number of PDT staff were born or continue to live in the local area and our Board of Trustees is made up of people who live and work in Paddington. Our mission is **PDT brings people together and supports them to make positive changes in their lives and communities.**

We do this through volunteering projects, personalised health and wellbeing support, supporting people into employment, self-employment and training and through projects that enhance the built environment and provide additional facilities for local people.

About the Health and Climate Programme

PDT's Health and Climate Programme consists of seven distinct contracts that seek to tackle health inequalities and climate injustice through working in partnership and empowering local individuals and communities.

Community and Maternity Champions – The Champions programme is a longstanding group of projects across Westminster and Kensington and Chelsea with proven outcomes for local communities. The programme is funded by Bi-Borough Public Health teams and North West London ICP. Champions are local people who volunteer their time to connect local communities and residents with local services and help them to make informed choices about their health and wellbeing. Community Champions focus on key health messages including mental health, oral health, physical activity and healthy eating whilst the Maternity Champions specialise in supporting new and expectant parents.

PDT manages four Champions teams in Queens Park, Harrow Road, Westbourne and Church Street, hosts the Maternity Champions Project Manager for Westminster and two Champions Apprentices.

Community Health and Wellbeing Workers - The (CHWW) project takes an innovative approach to supporting the health and wellbeing needs of families within their own homes. Based on a Brazilian model, the programme involves CHWWs visiting and building relationships with households within defined areas and ensuring they receive tailored and holistic health and wellbeing support where needed. PDT manages a project in Church Street, part of a high-profile Westminster – based pilot funded through Westminster INT.

Climate Champions – Funded by Westminster Council through the North Paddington Programme and the Westminster Climate Change Team, the Climate Champions project applies the model of volunteer based behaviour change support and information sharing tried and tested through Community Champions to climate change. This is a one year pilot recruiting and training a team of 15 Climate Champions to share information and support behaviour change around key climate campaigns including air pollution, home energy efficiency, reusing and recycling and nature and biodiversity. The Champions are based across Queens Park, Harrow Road and Westbourne.

Role Description

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and maybe varied from time to time after consultation/discussion with the post holder.

The programme manager has full management responsibility for developing, planning and implementing PDT's health and climate programme.

- Oversee delivery of all projects to a high standard, achieving targets and in line with PDT's policies and procedures
- Manage, support and mentor project managers and ensure a cohesive, motivated and high performing team
- Manage contracts and maintain PDT's excellent relationship with commissioners and funders
- Ensure staff receive regular support and supervision meetings and appraisals in line with PDT's Gold Investors in People status
- Work with Chief Financial Officer to plan and manage budgets across projects
- Be part of PDT Senior Management Team and integrate work across departments
- Represent and positively promote PDT and all its activities and build strategic partnerships within the voluntary/ community and with council and health services, particularly local INTs and within the North Paddington Programme
- Maintain up to date knowledge of the voluntary, community, health and climate sector landscapes and adapt as they evolve
- Fundraise as necessary to maintain project delivery and staff team
- Minimise risk and trouble shoot problems
- Undertake any other duties as directed by line manager
- Be willing and able to work occasional evenings or weekends

Person Specification

	Desirable	Essential
Understanding and interests		
Understanding of health inequalities and the challenges facing deprived communities in North Westminster		x
Understanding of the role of communities and behaviour change in tackling the climate emergency	x	
Highly motivated and passionate about empowering communities, improving health and wellbeing and tackling the climate emergency		x
Experience		
Proven experience of managing a community-based programme or multiple projects		x
Experience of leading, managing and empowering paid staff to deliver high quality projects		x
Experience of building strategic partnerships with public and voluntary sector organisations and individuals		x
Experience of managing budgets		x
Skills		
Ability to problem solve and use initiative in a fast paced and changing environment		x
High levels of emotional intelligence and ability to build strong relationships with a wide variety of individuals and organisations		x
Ability to take a non-judgmental and empathetic approach to supporting individuals with a variety of complex needs, whilst maintaining clear boundaries.		x
Highly organized, able to plan, identify and minimise risks, and manage a highly complex workload to tight deadlines		x
Knowledge and understanding of data protection, health and safety, safeguarding and boundaries		x
Ability to embed the principles of equal opportunities and diversity throughout all aspects of the role		x

The closing date for this post is 5:00pm on Monday 14th October 2024. To apply please complete and send the attached application and diversity monitoring forms to lizzie@pdt.org.uk.

Please note that CVs will not be accepted.

If shortlisted, interviews will be held on 25th October.

Equality and Diversity

PDT is committed to the provision, on a fair and equitable basis, of all our services and all areas of our operations.

PDT recognises that discrimination exists and that there is a strong link between discrimination, poverty and lack of opportunity. It is PDT's committed aim to enable access to existing and emerging opportunities and to empower all people living in Paddington and to others we work with, particularly those communities and people who have been excluded from mainstream services.

PDT will not discriminate on the grounds of race, ethnic origin, nationality, religion, culture, gender, sexual orientation, disability, HIV status, age or against ex-offenders.

Further information

If you have any questions about the role or require any special arrangements to be made to enable your application due to disability please contact Lizzie Fletcher on 07593690705 or email lizzie@pdt.org.uk.