

#### 1. Job Title:

Learning and Impact Lead, South East Partnership Fulfilling Lives Project

#### 2. Job Summary:

The post holder will have lead responsibility for capturing and disseminating the learning from the project and programme in order to shape and influence positive systems change for people with multiple complex needs and for ensuring project legacy.

The post holder will manage a small team (the Learning and Impact team) consisting of a Research and Evaluation Officer, Data and Information Officer and Media and Communications Officer and will oversee the production and publication of high-quality content to maximise project impact and the sharing of learning.

The post holder's responsibilities will be regularly reviewed and prioritised with the project's Senior Manager, to ensure that the needs of the project are met in the most effective ways.

The project delivers a responsive approach, which may include the need for some flexible working hours.

#### 3. Responsible to:

- Senior Manager, Fulfilling Lives Project.

#### 4. Responsible for:

- Data and Information Officer
- Research and Evaluation Officer
- Media and Communications Officer

#### 5. Significant Working Relationships:

- Project staff across the three Fulfilling Lives localities
- BHT staff and volunteers including members of the Operational Management Team and the Senior Management Team
- Local partner agency stakeholders
- The National Lottery Community Fund
- Local decision makers

#### 6. Tasks and responsibilities:

1. To maximise the capture of learning arising from the project's systems change work and develop a range of learning and impact outputs. This will include leading on identified systems change project groups, good practice events, training delivery,

conferences and training events reports and publications.

2. To ensure the effective coordination and tasking of members of the Learning and Impact team to progress the project's systems change work and to facilitate the smooth functioning of the project.
3. To have lead responsibility for capturing the learning from the project and programme to shape and influence project legacy.
4. To communicate to a range of audiences verbally and in writing - preparing high-quality reports, presentations and training content for internal and external audiences.
5. To raise the profile of the project and programme locally, using a range of communication platforms to share learning to influence systems change.
6. To support the development of a collaborative network within Brighton and Hove, Eastbourne and Hastings to embed the learning from the project and programme and to support sustainable systems change.
7. To provide regular and consistent supervision, management and developmental support to the Research and Evaluation Officer, Data and Information Officer and Media and Communications Officer
8. To work alongside the Senior Manager and other colleague managers, to coordinate the Fulfilling Lives systems change action plan, ensuring progress is made and outcomes are communicated.
9. To support the constructive interface of the service user involvement, systems change, and delivery aspects of the project.
10. To attend meetings with relevant partners and stakeholders, including the project's Core Group, and to support the Senior Manager in the co-ordination of such meetings and effective project reporting and representation.
11. To share the learning of the project and programme via a wide range of media, and across sectors.
12. To actively demonstrate the project's commitment to new and innovative ways of working, in particular to addressing barriers and maximising service user access and influence.
13. To develop a close network of communication, co-operation, joint projects and skills exchange with key partner agencies and organisations across different sectors in Brighton & Hove and East Sussex.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security

## Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time".

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.