

Carers Project Lead

Salary Range: £47,394 - £54,222

Grade: Level 4 Zone 2

Location: 5 Pancras Square & Hybrid

**Reports to: Prevention and Wellbeing Service
Manager**



About the role

[Supporting People, Connecting Communities](#), Camden's strategy for Living and Ageing Well, sets out our priority to ensure carers are valued and supported.

As part of this commitment, an action plan has been co-produced with carers. This is a public and regularly updated document that demonstrates priority activities carers have said we need to focus on and actions for how we meet these. It also sets out some underlying principles to consider when supporting carers. The action plan will be held at Camden Borough Partnership level to ensure a whole system approach is taken to supporting carers. At the heart of the development of the plan is a working group that includes carers, adult social care, carers organisations, and health (including mental health). A carers partnership board will also be created that will be led by carers and have key representatives from across Camden's Borough Partnership. The Board will ensure momentum and will have accountability for the plan.

The Carers Project Lead will direct and manage the continued development and implementation of the carers action plan and the delivery of the carers partnership board across the Borough Partnership, taking every opportunity to embed the principles of working with carers within the Council and with wider partners. In doing this, the role will oversee the work of the Carers Project Officer and Carers Project Support Officer and work closely with the Commissioning Manager, responsible for the Council commissioned carers services, and the Carers Practice Development Lead.

The things you'll achieve

- Maintaining momentum and delivery of the carers project including holding the project plan and outcome measures.
- Helping to deliver the action plan priorities with the Carers Project Officer as required.
- Establishing and embedding the carer partnership board, including all the associated business processes and forward plan, and convening the meetings.
- Relationship building and networking to promote the partnership board and secure its initial and ongoing membership.
- Recruiting carers for the carers board including all established roles such as the Chair and setting job descriptions for these roles.
- Collating the terms of reference for any governance groups, including the carers board.
- Holding all communications for the carers project.
- Analysing data relating to carers, understanding what insights data provides and what the potential impact of any action taken could be.
- Drafting reports and delivering presentations for internal and external stakeholders to maintain successful project governance: including, but not limited to, Supporting People, Connecting Communities Board, Local Care Partnership Board, Health and Wellbeing Board, Health and Adult Social Care Scrutiny Committee.
- Lead on setting the agenda for the working group and providing updates to the working group, along with Carers Project Officer.
- Organising and facilitating events, for example any carer focus groups to develop the action plan or partnership board.
- Keeping up to date on best practice and local and national policy developments.
- Publicise and promote the action plan, and contribute to the continued understanding of the value of carers, at every opportunity.

About you

Experience

- Extensive project management experience including, project management principles and the use of project tools to plan, drive and deliver change, ideally within a health and social care context or similar environment.
- Experience of developing; maintaining and influencing a wide range of key partnerships and networks.
- Experience of coproducing project and activities with organisations and people with lived experience. Collating all input and managing expectations of the delivery.
- Excellent research and analytical skills: including the ability to intelligently interrogate data and information, including financial, to identify themes and key trends and use this to inform work activity.
- Excellent ICT knowledge: Advanced PowerPoint and Word, Intermediate Excel. Use of MS Teams.

You have

- Ability to plan and prioritise work to manage key interdependencies, ensuring that outcomes and objectives are delivered on time and within agreed work standards, with minimum supervision or direction from management.
- Ability to effectively plan, convene and facilitate internal and external meetings.
- Advanced report writing and ability to synthesise and present complex information.
- Ability to provide specialist informed advice, with a high degree of political sensitivity, to senior managers and other decision makers.
- Good understanding of the national and local drivers for Adult Social Care and Health with respect to carers.

Other important information...

People management

- *The post will have line management responsibilities, for the Carers Project Officer and the Carers Project Support Officer. Full management of these staff members will be required such as providing supervision, instruction, performance management etc.*
- *Responsible for the project discretionary spend budget, including costs to support the partnership board, recognition payments for participation of volunteer carers and promotion of the action plan.*
- *The post holder will be required to deputise for the Prevention and Wellbeing Service Manager and Commissioning Manager as required.*

Work environment

Agile working. The role is based in Camden's 5 Pancras Square Offices. There may be times when you will work out of other offices such as the Greenwood Centre or other locations in Camden, including voluntary and community sector organisations and Integrated Care Board offices to attend meetings. A balance between these sites and working from home is required – with the expectation to be working in Camden more than outside of Camden in any given week.

Who you will be working with

The role requires working collaboratively across the Camden Borough Partnership, including Council and Adult Social Care services, NHS including the Integrated Care Board, NHS, North London Mental Health Partnership, Commissioned carers services, Elected Members including the Cabinet Member for Health, Wellbeing and Adult Social Care and Carers Champion, Public Health, the wider Voluntary Community Sector and Camden citizens and most importantly carers.

Who we are

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk

