



Olly's Future is a registered charity no. 1187184

We work to stop our amazing young people losing their lives to suicide

Practise Hope - Project Manager

Contract: 6 months (with the potential for extension depending on funding)

Hours: 15 hours per week – working days/hours flexible and to be negotiated.

Most staff meetings / collaborative work takes place on a Tuesday. Some rare evening and weekends may be required.

Reporting to: CEO

Remuneration: £27,000 – 30,000 (pro rata FTE) and such business expenses as required e.g for relevant meetings, conferences etc.

Location: Worthing Office, but with significant home/ remote working and flexibility. Some travel to London or other parts of the UK.

We are seeking an experienced voluntary sector manager, consultant or medical professional to work closely with the CEO and manage the day-to-day work of the Project Coordinator to deliver our pioneering Practise Hope project within a primary care setting nationally. This is an exciting opportunity to build on the success of a growing national charity set up in loving memory of Oliver Hare by his mother Ann Feloy, his brother Samuel and his very close friends.

Our charity works to equip people in all walks of life, including the medical profession, with the skills to ask about suicide and help support those who may be feeling they want to end their lives. You will play a real part in making a difference to the lives of children and young people, and be involved in shaping the way the doctors of tomorrow and GP practice staff help their patients through our flagship initiatives and suicide prevention training.

Practise Hope is a primary care initiative for 10 – 25 year olds who are thinking of suicide or self-harming. This pioneering initiative is based on the PACE setter model, a development programme for primary care to lead the way in changing culture and improving services

around mental health in practices. The project is being delivered in GP surgeries across the



LOGO CREATED BY JEMMA, 13

UK and includes a tightly managed schedule of kick-off meetings, information gathering via surveys, delivery of clinical and non-clinical virtual training (delivered by freelance trainers), collation of data and reporting back to individual surgeries. Co-production is central to the project, so children and young people, their families, other partners and surgery staff are involved in creating new ways of working.

Events, awards, festivals and projects that encourage wellbeing through the arts are also part of our charity's work. Details of all these can be found on the Olly's Future website – www.ollysfuture.org.uk

We value diversity and welcome applicants from a diverse range of backgrounds.

Main purpose of this role

The Project Manager would be working with the CEO and the Project Coordinator to ensure the rollout of Practise Hope was taking place within our contractual requirements. This involves building relationships with CCGs, with clinicians and practice managers in order to engage them and deliver the project. Tasks include, but are not limited to:

- Working with the CEO to maintain and develop the project delivery plan in line with contractual and funder requirements.
- Manage the day-to-day work of the project coordinator (remotely) to ensure surveys are created, updated, sent and the data collated, training booked and joining instructions sent.
- Conduct monthly core-group meetings and produce update reports for commissioners to give updates on progress.
- Liaise with Practice Managers and staff in surgeries to secure their time to attend virtual project kick-off meetings, training and reporting meetings.
- Work with CEO and Communications Manager to produce press-releases or Social Media content to support the development of the project.
- Deliver occasional presentations, talks, workshops and training.
- Work with some surgeries face to face at times to support them to learn from one another and to further engage with their communities.

Skills, knowledge and experience

Essential:

- Managing projects within the voluntary sector – using tools to track and monitor progress against funding outcomes.
- Managing staff and freelancers to deliver specific outputs against the overall project plan.
- Excellent verbal communication skills and experience of chairing meetings, giving talks and presentations.
- Excellent written communication skills and experience of writing reports, presentations, funding reports.
- Experience of working in the context of primary care.
- Excellent interpersonal skills and ability to work with a wide range of people.
- Excellent time management skills, working to tight and sometimes changing deadlines.

- Highly organised and personally effective.
- Rigorous analytical skills and attention to detail.
- Fully IT literate.
- A commitment to equal opportunities and inclusivity.

Desirable:

- An understanding of the issues around suicide and mental health
- Experience of supporting or delivering co-production events, workshops or activities

Personal Attributes

- Empathy for all those who may be feeling suicidal, regardless of race, gender and social class
- Positive, pro-active and dynamic

How to apply

Please send your CV, a covering letter and a piece of written work to Chair, Ann Felay at ann@ollysfuture.org.uk

The closing date for applications is **5pm on Friday 29th July 2022.**

Interviews will take place on **Tuesday 9th August in Worthing 2022.**

For an informal chat about the role please contact Chair, Ann Felay, to arrange a call via ann@ollysfuture.org.uk

