# PROJECT OFFICER (CHANGING FUTURES)

Role Profile

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| **Title** | Project Officer (Changing Futures) |
| **Grade** | GRADE E |
| **Reference:** | N1472A |
| **Reports to:** | Partnerships Strategic Lead |
| **Work style Definition** | Office based hot–desk/touch down worker |
| **Job Type:** | Semi Professional |
| **Primary purpose of role** | Plymouth Changing Futures (PCF) is a is government and lottery funded programme aimed at addressing systemic inequalities facing people experiencing multiple disadvantage, including homelessness, mental health, domestic abuse and contact with the criminal justice system.<br><br>The overall purpose of the role is to support the effective and efficient delivery of systems change projects by providing project management, communication and coordination across partner organisations to promote inquiry, learning and sharing of good practice in creating and embedding system change across the city and with regional and national partners. |

| **Key accountabilities and key measures** | **Role outcomes** | **Role measures** |
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| | ▪ System change approach is developed and established to inform and improve alignment of activity and accessibility to services for those experiencing multiple disadvantage (25%).<br><br>▪ Changing Futures Programme can evidence meaningful and embedded systems thinking and change across organisations and service delivery (25%)<br><br>▪ Effective coordination and project management arrangements to the required quality, on time and within budget, effectively managing risks, issues, benefits, dependencies, stakeholders, through their full lifecycle according to agreed PCC project management standards. (20%) | ▪ Number of organisations engaged in systems change thinking and working towards implementing change through the learning gained.<br><br>▪ Number of people experiencing multiple disadvantage who report feeling systems have improved to better meet the needs and access pathways in a meaningful and beneficial way<br><br>▪ Number of strategic partners who commit to tangible actions to embed systems thinking and remain motivated to unify and align systems change activity<br><br>▪ High quality project reporting to support relevant strategic boards and national Changing Futures Team<br><br>▪ All activities delivered within agreed budgets, with alignment to |

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| | ▪ Trauma Informed approaches and Co Production are embedded in project delivery activities. (15%)<br><br>▪ Responsible for ensuring stakeholders are fully informed and effectively communicated with to aid delivery of projects. (15%) | other local delivery programmes to maximize benefit |
| **Key activities** | ▪ Within assigned programme/system areas, agree, organise and progress multiple appreciative, systemic inquiries and pilot projects to identify leverage points for creating systemic change aligned to the individual, service and system level outcomes anticipated by the Changing Futures programme. (30%)<br><br>▪ Develop change readiness assessments and other necessary documentation to secure approval by the Partnerships Strategic Lead and relevant stakeholders/partner organisations to support rolling in, embedding and sustaining the desired systems change. (30%)<br><br>▪ Develop, use and share knowledge of a range of systems change and co-production approaches, methods and tools to ensure effective facilitation, coordination and concerted action by all relevant participants towards measurable systems change goals. (10%)<br><br>▪ Report progress of projects and learning around emerging outcomes as agreed within local programme governance arrangements and at required intervals to fit with the national Changing Futures monitoring, learning and evaluation requirements. (10%)<br><br>▪ Within allocated projects, manage risk, issues, dependencies, communication, resources, budgets, benefits, lessons learned, stakeholders and other relevant areas. (10 %)<br><br>▪ Monitor budgets (up to £250k) and resources allocated to projects, monitoring the expenditures and costs against delivered and realised benefits as the project progresses. (10%)<br><br>▪ Undertake other duties appropriate to the grade of the post including the provision of guidance and support to others in the team.<br><br>▪ | |
| **Essential qualifications/ knowledge** | ▪ GCSE A*- C (9-4) English and Maths, or equivalent<br><br>▪ Demonstrable knowledge of systems change or co-production methods and approaches, such as the application of Appreciative Inquiry, System Dynamics, Viable System Model, Soft Systems Methodology, Vanguard Method, Strategic Options Development Analysis and causal/influence mapping within complex situations.<br><br>▪ Detailed understanding of the issues facing those experiencing multiple disadvantage, including but not limited to homelessness, mental health, interaction with the criminal justice system, problematic substance use and domestic abuse and sexual violence. | |

| Desirable qualifications/ knowledge | <ul><li>Knowledge of Trauma Informed approaches.</li><li>Project/change management or systems thinking practice qualification or training</li></ul> |
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| **Essential experience** | <ul><li>Demonstrable experience of delivering/ facilitating system change workshops, training/ development sessions, alongside sharing knowledge and insights to capacity build and support the sharing of good practice.</li><li>Working as part of a programme delivery team with an understanding of budget management, reporting mechanisms and meeting key deliverables</li><li>Communication across systems to influence change, service and policy development</li></ul> |
| **Desirable experience** | <ul><li>Experience of using collaboration tools and platforms, such as Microsoft Teams, Miro, Trello etc.</li><li>Managing projects/change initiatives.</li></ul> |
| **Essential skills** | <ul><li>Excellent planning and organisational skills</li><li>Excellent communication, relationship building, facilitation and organisation skills</li><li>Ability to influence change</li><li>Ability to innovate and challenge</li><li>Willing to take a flexible approach to this role, including using digital tools to support communication and collaboration, and travel as necessary</li></ul> |

**Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.