

Welcome to the Pioneering Care Partnership (PCP)



Welcome from PCP's Chief Executive

Firstly, let me thank you for your interest in the Pioneering Care Partnership and for considering a career with us.

PCP is a well-respected award-winning health and wellbeing charity with a history spanning over 25 years. Working across the North East of England we deliver a vast array of projects and services, and therefore have a range of opportunities for people to join the organisation. From administration to management, and project officers to research and development, we're always seeking the very best people to support what we do.

People are at the heart of everything PCP does; we exist to support people and communities to thrive and develop. Our mission is **'Health, Wellbeing and Learning for All'** – and we want the same for our dedicated staff team. As you read through this recruitment pack, I hope you begin to get a flavour of the way in which we help people and what it might be like to work as part of the organisation. I always think the best people to describe what it is like to work here are the current staff team, so here are a few quotes:

- “The best thing about working for PCP is the support staff get and the culture of everyone looks out for each other and supports each other.”
- “I like the flexibility and autonomy that I have in my role – being able to adapt what I do to suit the needs of the people I support.”
- “For me, the best thing about working at PCP is the genuine care towards staff wellbeing. From wellbeing time to staff activities, training and flexible working, not only does PCP encourage wellbeing it actually delivers.”
- “I love the fact that I am appreciated for doing my job well and feel that I am making a difference to other people's lives.”
- “I can honestly say I have never worked for an organisation where the senior leadership team are so visible and approachable.”

I encourage you to spend a bit of time looking at our website to see the range of programmes and activities we deliver. As a charity, we are governed by a voluntary board of trustees and we have a skilled and experienced management team tasked with supporting the overall governance and leadership of the organisation. If you want to learn a little more about us short biographies are available on our website.

Good luck with your application.

Best wishes

Carol Gaskarth



Background



PCP was established in 1998 after a group of local people saw a need to bring health and care services together under one roof. They recognised those accessing services were required to travel across County Durham and service delivery was not joined up. A steering group formed and shortly afterwards charity status was granted.

Through their tenacity and skills, and in conjunction with partners at the local authority and in health, land in Newton Aycliffe was identified and funding secured. The vision of the Pioneering Care Centre became a reality in 1999 with a turf cutting ceremony. Later that year the charity took over management, the first tenants moved in, and we started our first project, 'Options' supporting adults with learning and physical disabilities to improve their independence.

In 2002 PCP began its journey to take services into communities and the outreach delivery quickly grew. Over the years numerous successful projects have been delivered in partnership including Passport to Health, the Expert Patient Programme, Older People Roadshows, Steps to Health, Positive Steps and Health Trainer services. Many of these projects were the catalyst for the current projects we deliver including Adult Wellbeing Services and Community Connect. In addition to outreach development the Centre continued to thrive, and we were running out of space. In 2010 an extension was built which increased the footprint of the building by over a third.

The focus remained on County Durham until around 2012 when PCP successfully tendered to oversee a number of local Healthwatch contracts across the North East. To this date we continue to support Healthwatch in Sunderland, County Durham, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees. PCP has also grown the range of projects and services and now also delivers workplace health, cancer awareness, befriending and resilience building projects.

PCP is 'Pioneering' - we don't stand still, and continue to work successfully with people across the North East towards our mission and aim.



Missions, Aims and Objectives



PCP Mission, or charitable objective is: **Health, Wellbeing and Learning for All**

To achieve this mission there are a number of overarching aims and outcomes we work towards.

PCP Aims to improve health and wellbeing through the development and provision of:

- Services that build capacity with individuals and communities to improve their own health and have greater choice and control;
- Projects/services that tackle health inequalities; and
- Providing locally accessible services in community settings;

The long-term **Outcomes** the PCP seeks are:

- To promote independence, choice & control
- To improve lifestyle
- To increase knowledge & skills
- To improve physical health
- To improve confidence, self-esteem & well-being
- To improve economic well-being
- To build community capacity
- To improve access to services for disadvantaged communities & groups
- To promote social inclusion
- To promote independence, choice & control

Every project or service that PCP delivers contributes to the above.

To find out more about the projects or services PCP delivers and our impacts you can:

- Visit our website www.pcp.uk.net
- View our online newsletters and annual report: <https://issuu.com/pioneeringcare>



Core Values



Making a Difference:

Our purpose is to help people and communities. By making a tangible social impact and striving for continuous improvement by learning from best practice;



Friendly:

Being pleasant, kind and approachable at all times; ensuring others feel comfortable and welcome;



Positive:

Taking a positive or optimistic attitude, seeing strengths and opportunities whilst challenging negative perspectives;



Supportive:

Providing encouragement and practical assistance to solve problems or overcome obstacles; and



Team:

Engaging with people in open, mutually-beneficial ways, being inspiring and uplifting when working with others.



Recruitment Advert



22.5 - 30 hours per week negotiable

Starting Salary £29,690 pro rata

Salary Scale £29,690 - £32,474 pro-rata

PCP is looking for a suitably qualified and experienced project coordinator who will guide, shape and grow the development of Health and Wellbeing projects in the Tees Valley, predominantly in Stockton on Tees and Middlesbrough, but with potential to extend to other areas. In the first instance, these projects will be Men's Pie Club, Tees Valley: Moving Forward, and Community Connect Social Prescribing Service.

We are looking to appoint someone skilled in:

- Working with communities and building networks
- Good interpersonal skills
- The ability to support and motivate others
- Accurate record keeping and report writing

If you are passionate about making a positive difference in our communities and want to help local people improve their health and wellbeing we'd love to hear from you.

To book an informal discussion with Liz Godfrey, Project Lead or Tom Mohan Health and Wellbeing Project Coordinator please email liz.godfrey@pcp.uk.net or tom.mohan@pcp.uk.net

Closing date for applications is: Friday 26th April 2024 at noon.

Job Description



Health & Wellbeing Project Co-ordinator

Responsible to:	Stockton Community Wellbeing Champions Project Lead
Accountable to:	PCP Chief Executive & Board of Trustees
Located:	Hybrid working between home, office (Stockton) and delivery locations, to be agreed with Line Manager
Starting salary:	Starting Salary £29,690 pro-rata
Salary scale:	Scale Points 14-17, £29,690 - £32,474 pro-rata
Hours:	22.5-30 hours per week
Term:	Fixed until 31 st March 2025
DBS Status:	Enhanced

Job Purpose

PCP is looking for a suitably qualified and experienced project coordinator who will guide, shape and grow the development of Health and Wellbeing projects in the Tees Valley, predominantly in Stockton on Tees and Middlesbrough, but with potential to extend to other areas. In the first instance, these projects will be Men's Pie Club, Tees Valley: Moving Forward, and Community Connect Social Prescribing Service.

Supported by the Project Lead in Stockton, the successful applicant will use their knowledge of communities in the local areas to take a leading role in the development and implementation of new and existing projects. They will mobilise, deliver, and sustain a range of projects and services in the Tees Valley area, and build and nurture professional relationships with delivery partners and stakeholders.

The role includes the line management, direction, and support of project teams, to make the most effective use of resources. They will support the achievement and reporting of performance targets and milestones in-line with commissioner, funders, and PCP expectations.

Job Description

1. To work with the Project Lead to develop and coordinate the activity of several Health and Wellbeing projects in the Tees Valley area.

Job Description



2. To apply an asset-based community development approach to identify potential areas and communities where PCP's local Health and Wellbeing projects would create the most impact, and by engaging with and building on existing local networks.
3. To actively promote effective collaborative working with other statutory and VCSE stakeholder organisations, and to ensure that partnerships are beneficial both for partners and for the wider communities that they work in.
4. To be responsible for the supervision, support and line management of Health and Wellbeing Project delivery staff and team members.
5. To maintain a proactive approach to supporting projects, including regular visits to different locations where PCP Health and Wellbeing Projects are delivered.
6. To support the delivery of the social prescribing service by receiving referrals into the service and assessing the needs of individual clients, to provide a pathway of support to enable individuals to become socially connected.
7. To ensure that delivery of each project falls within the allocated budget and meets the requirements of funding specifications.
8. To collect and manage data relating to the service performance of each project and ensure that all data are used and stored securely, in line with PCP policy and procedures.
9. To produce quarterly and annual reports, for funders, commissioners, and PCP internal reporting, including a range of qualitative and quantitative data and contributions from partners, volunteers, and stakeholders.
10. Produce and provide relevant information as required for publications and other communications channels including newsletter, e-bulletin social media and website.
11. Contribute to effective team working with colleagues, partners, and volunteers in line with PCP policies, procedures, and performance standards.
12. Co-ordinate and facilitate events and activities as required.
13. To work closely with Project Lead and others to identify funding sources and opportunities for Health and Wellbeing Projects, with particular focus in the first instance on Men's Pie Club.

Job Description



General

1. To uphold PCP's Core Values at all times.
2. To comply with PCP's policy & procedures, including safeguarding (adults and children) and other compliance procedures.
3. To assist marketing and engagement work and use creative techniques to gather views from the communities we support.
4. To actively take responsibility for your own Health & Safety and ensuring procedures are adhered to.
5. To collate appropriate monitoring and evaluation information to support the achievement of agreed targets and outcomes within the project or service.
6. To carry out all responsibilities in line with the organisation's Equality & Diversity Policy.
7. To recruit, support, train and motivate volunteers as required.
8. To undertake any training and development deemed appropriate.
9. To undertake any such duties required by your Senior Manager or PCP Chief Executive.



	Essential	Desirable	Assessed at Interview (I) / Application (A)
Qualifications			
NVQ Level 4 or equivalent qualification in a relevant discipline		✓	A
Degree level qualification in relevant subject or equivalent		✓	A
Commitment to continuous professional development	✓		A
Skills and Competencies			
Skilled in supporting communities and volunteers	✓		A & I
Good interpersonal skills, with the ability to create new partnerships and build networks	✓		A
Accurate record keeping including secure online data collection systems	✓		A
Action orientated approach to achieving targets	✓		A
Excellent verbal and written communication and presentation skills	✓		A
Produce accurate and timely internal and commissioner reports		✓	A
Knowledge/Experience			
Good knowledge of the Tees Valley and local communities		✓	A&I
Experience of working with communities and building networks	✓		A&I
Experience of identifying community/ local needs to influence the development of projects and services	✓		A&I
Experience of working with partner organisations including supporting professional relationships with partners	✓		A
Experience of working within the health/ wellbeing sector, charity or similar environment		✓	A&I
Experience of delivering projects or services within tight budgetary constraints		✓	A&I
A clear understanding and appreciation PCP's mission, aim and values		✓	A&I
Experience of line management		✓	A&I

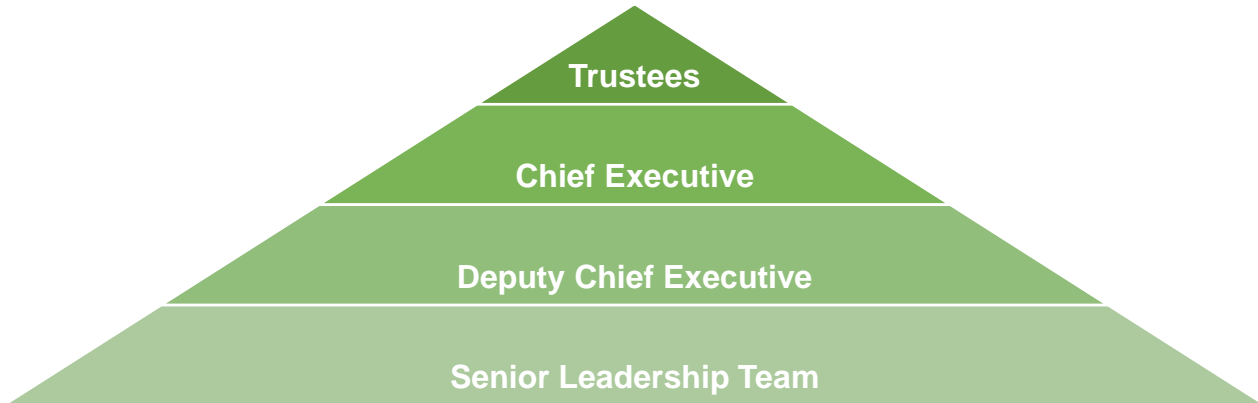


Other/Personal Qualities			
Ability to manage own workload and work autonomously	✓		A
Personal resilience, the ability to work well under pressure	✓		A
Ability to support and motivate	✓		A&I
Strong organisational and time management skills	✓		A&I
Flexible and positive attitude to work	✓		A&I

In expectational circumstances applications may be considered if you don't meet the full essential criteria, however you will need to demonstrate how you will acquire the necessary qualifications or skills within 6 months. If you are unsure whether to apply, please contact HR.



PCP's Board of Trustees provide governance support and the leadership structure is as follows:



PCP's Chief Executive has full responsibility for the leadership, management and development of the Pioneering Care Partnership. The Chief Executive is fully accountable for organisation-wide impact and for ensuring PCP works towards its mission of Health, Wellbeing and Learning for All. Senior Leaders play a key role in supporting the Chief Executive on a day-to-day basis, ensuring that PCP delivers projects and services that embody the mission, providing a visible leadership role and strategically developing a number of key organisational areas.

In addition to the delivery structures PCP benefits from an internal infrastructure to ensure our staff and volunteers have the right support at the right time. This includes:

- Finance and Payroll
- HR & Volunteering support
- Health and Safety
- Information Governance
- Quality
- Marketing & Communications
- ICT
- Business Development



Benefits of working at PCP



Time off to do as you please!
27 days, plus bank holidays (pro rata), rising to 32 days after two years of service



Career development
Learn new skills, gain qualifications, internal training and mentoring



A helping hand to save
Access to the Financial Services Compensation Scheme (FSCS), to help you save money



Work Place Health Activities
We arrange activities for staff to support their wellbeing as part of our commitment to work place health



Family Friendly
We offer maternity, paternity, adoption and dependants leave



Drive at ease
Using your car for work purposes? We will reimburse you for business mileage



Discounts
Get discount vouchers for shopping and more through PCP's Reward Me Now Scheme



Supporting your future
Join our pension scheme, we'll match what you pay in up to 3%



Health and wellbeing
Paid weekly wellbeing time to do activities you love and improve your wellbeing



Office equipment
For homeworking, you can access our online catalogue to buy desks, chairs and more



Tech Scheme
Get savings on laptops, phones, smart health, white goods, gaming, photography and more!



Guidance and support
Stay informed through meetings, development reviews, surveys and more



Eye care
Get vouchers to go towards eye care and glasses



Work life balance
You can request changes to support your work life balance



Emotional support
Access to PAM Assist which provides a free and confidential Employee Assistance Programme



Cycle to Work Scheme
Loan cycles and get discounts on cyclists safety equipment.

Application Process and Timetable



PCP aims to support applicants at every stage of the process and our friendly HR staff are on hand to help with any queries you may have so please do not hesitate to contact hr@pcp.uk.net

Please see important key dates below. PCP will endeavour to stick to these dates but sometimes may need to reschedule or extend. If any change, we will let you know.

Recruitment Stages	Date
Closing Date for Applications	26 th April at noon
Shortlisting	29 th April
Panel Interviews	8 th May

PCP is an equal opportunities employer and wants to ensure that all applicants are considered solely on their merits and are not influenced by unfair or unlawful discrimination. We aim to provide genuine equality of opportunity, recognising and respecting each other's differences to empower a culture of creativity and innovation so everyone feels valued.

How do I apply?

Please complete the [application form](#) which can be downloaded from the website and return it by:

Email: hr@pcp.uk.net

Post: HR Team, Pioneering Care Partnership, Carer's Way, Newton Aycliffe, DL5 4SF

Shortlisting

The shortlisting process is conducted by the lead manager who will review suitability of applicants based on the essential criteria outlined in the person specification.

We will contact you to let you know the outcome of the shortlisting.

Interviews

We appreciate interviews can be daunting and aim to make sure the experience enables you to tell us all about your skills and experience. We use a range of processes including informal discussions, interactive sessions, carousel/meet and greets, group interviews, presentations and panel interviews. When you are invited to interview we will tell you:

- Who the lead recruiter is;
- What process will be used; and
- If you need to prepare anything in advance.

Probationary period

All posts at PCP are subject to a six-month probationary period

And finally...



At PCP we pride ourselves being a good employer and continuously challenge ourselves to improve. We have a focus on quality and value the insights external assessments can bring, helping us to consistently consider best practices and refine the support we provide. These include:

Investors in People - Gold

Investors in People (IIP) assesses how organisations perform against a set framework considering employee engagement, communication culture and work practices, PCP achieved the original IIP standard in 2002 and since then have worked our way through the ranks achieving Gold Standard in 2020.



North East Better Health at Work Award Ambassadors

Better Health at Work Award recognises the efforts of employers in the North East and Cumbria in addressing health issues within the workplace. Each year PCP delivery a range of activities and challenges supporting staff wellbeing, underpinned by a Health and Wellbeing Strategy. The employee health needs assessment also helps us to target campaigns for staff.



Mindful Employer & Disability Confident

Mindful Employer is a UK-wide initiative aimed at increasing awareness of mental health in the workplace. We have a number of mental health champions at PCP and we proactively challenge stigma and discrimination not only in the workplace but in communities too. We are also a 'disability confident' employer and positively encourage people with disabilities to work with us.



Environmental Awareness

PCP has pledged to understand the impact the organisation has on the environment; monitor energy consumption and actively strive to reduce it. We increase awareness and encourage ideas to take positive action at work, home and in the community.

The Queens Award for Voluntary Service

The Queen's Awards for Voluntary Service is awarded to organisation's recognising the outstanding difference volunteers and voluntary organisations make across the UK. It is the national benchmark for excellence, equivalent to an MBE. PCP were overwhelmed to be independently nominated and then awarded The Queen's Award for recognition of the role we've play for over 20 years' supporting communities.



**The Queen's Award
for Voluntary Service**

We look forward to reading your application and hearing how you would like to contribute to our ongoing work. Very best of luck!