

NATIONAL DEVELOPMENT FOR INCLUSION

JOB DESCRIPTION

Job Title:	Programme Lead, Older People and Ageing
Accountable To:	Head of Policy, Research & Evaluation, NDTi
Manages:	No direct line management at present, but relates to a number of external Associates
Location:	NDTi office in Bath, or homeworking with a presence in Bath, with significant national travel
Hours of Work:	35 hours per week, worked flexibly. 30 days annual leave plus bank holidays
Salary:	Up to £50,000 per annum

NDTi Purpose

NDTi promotes equal and inclusive lives for people in their communities, particularly where ageing or disability are issues. We do this by taking action at local and national levels: advising policy makers, encouraging public debate, carrying out research and evaluation and providing change management support to organisations to help them achieve better outcomes.

Role summary

The post holder will be a senior member of the NDTi staff team responsible for leading the promotion, development and delivery of a diverse portfolio of work relating to older people and ageing issues - covering commissioned and grant funded work of national as well as local importance. He/She will also contribute to NDTi work concerned with encouraging debate, influencing attitudes and changing policy in order to ensure excluded people are living more inclusive lives.

1. Main Purpose of the Job:

Responsible for:

- Leadership of the NDTi Older People and Ageing Programme
- Leadership of other significant generic programmes of work as may, from time to time, be agreed with the line manager and Chief Executive
- Securing and managing new contracts/ work programmes

- Managing and supporting staff and Associates working on those contracts
- Personally delivering work to clients on contracts
- Representing the NDTi nationally, regionally and locally in order to promote the delivery of the NDTi's mission statement and a positive profile and reputation for the NDTi
- Promoting and marketing the organisation in order to achieve personal income targets and contribute towards the overall financial stability and growth of the NDTi
- Contribute to the ongoing growth and development of the organisation as whole

2. Key Activities:

The postholder will do the following:

2.1 Older People and Ageing Programme leadership

- Develop and deliver of a programme encompassing policy development and influence, development consultancy and change management support, training, research, evaluation and dissemination activities that promotes and delivers on the NDTi mission
- Develop and nurture contacts and relationships that ensure the NDTi has a significant and positive profile in the Older People and Ageing field nationally, regionally and locally
- Ensure that the NDTi is both fully aware of and influencing policy, innovative practice and contemporary evidence in the Older People and Ageing field
- Ensure that the NDTi is at the leading edge of debate and ideas in the Older People and Ageing field
- Continually develop ideas for the development of NDTi's work and 'products' in the Older People and Ageing field
- Deliver a target number of fee earning fieldwork days each year as agreed with the post-holder's line manager
- Write and publish for different audiences on key issues relating to Older People & Ageing issues and other identified /agreed areas of work and responsibility
- Lead the planning and delivery of conferences and events relating to older people and ageing issues, including other identified areas of work and responsibility
- Contribute to NDTi's programme of research and evaluation in relation to older people and ageing issues, and other identified areas of work and responsibility

2.2 Securing and managing Contracts

- Secure new work for NDTi from directly commissioned work, tenders and development of proposals (e.g. via grant or other sources of funding) and other income generating work, that achieves income targets, delivers the NDTi Mission and contributes to organisational and individuals income targets
- Manage contracts in agreed areas of responsibility, ensuring that all contracts are delivered on time, in budget and to the expected high standards
- Ensure that learning takes place from contracts of work in order to inform thinking within the NDTi and the continual development of standards of work

2.3 Staff and Associate Management

- Provide full management support to any staff reporting to the postholder, ensuring their delivery of high quality work as outlined in the NDTi Staff Handbook
- Oversee and support the work of identified NDTi Associates, promoting their inclusion in the organisation, mutual learning and ensuring they contribute to income and fee earning targets, the NDTi Mission, and that they deliver high quality work as outlined in the NDTi Associate Handbook.
- Progress recruitment of Associates to ensure the Associate 'pool' consists of talented people with the skills required by the NDTi

2.4 Contract delivery

- Personally working on a number of contracts, ensuring all work delivered meets the highest possible standards
- Achieve agreed targets for charge-out days

2.5 NDTi Representation

- Represent the NDTi nationally, regionally and locally as appropriate, including to Government and national bodies and organisations
- Ensure at all times that the NDTi is presented as a values driven, efficient and high quality organisation that is up to date with policy and practice and delivers effectively on all aspects of work

2.6 Organisational Issues

- Contribute to the organisational life of the NDTi, through being a positive and supportive colleague to other NDTi staff, including through active participation in NDTi staff meetings
- Contribute to decision making and leadership across the organisation as required
- Deputise for the either the Head of Policy and Research or the Head of Consultancy and Training as required

2.7 Other responsibilities

- Ensure that all work is delivered in line with the NDTi's vision and purpose and that all actions reflect the spirit and intent of the NDTi's desire to promote and achieve positive lives for those who are, or are at risk of being, excluded from society including our organisation's commitment to equality of opportunity.
- Undertake any other reasonable requirements of the organisation in line with the purpose and spirit of this job description, and agreed with their line manager
- Ensure that all organisational process and system requirements are adhered to in order to support the business and financial operation of NDTi.
- Adhere to all aspects of the Staff Handbook whilst working for NDTi

Person Specification – Programme Lead, Older People & Ageing

Essential	Desirable
Experience	
At least five years in a management or leadership position in public services in the Older People & Ageing field	Two years or more direct experience in one or more of the following areas (i) Commissioning (ii) Organisational and service development
At least two years of that experience being related to current policy and practice priorities (e.g. an ageing society, personalisation, independent living, lifetime homes/housing).	Evidence of contribution towards policy development and/or implementation at a strategic level
Experience of securing /generating income through policy development, consultancy, research, evaluation and training activities	
Clear evidence of leading significant and complex organisational change in or with an organisation similar to the NDTi's core clients and in line with the NDTi mission	
Significant contacts and connections with a wide range of organisations and individuals relevant to the NDTi's work	Known, credible in the field

Knowledge and Skills	
In depth understanding of the national policy and delivery frameworks relating to the core elements of this job around older people and ageing	Understanding of the national policy and delivery frameworks relating to the wider elements of NDTi's work
Knowledge and understanding of the evidence based delivery strategies relating to the core elements of this job	
A sound understanding of approaches to change management and consultancy techniques in complex inter-agency settings	
Very strong personal speaking and presentational skills	
Very strong writing skills	Publications track record relevant to NDTi's work

Personal Attributes	
A very strong commitment to the equality and rights of excluded people and the promotion of inclusion and social justice	
A belief in people who use public services being in control of their lives and supports	
A team player	
Ability to work alone and be self-motivated	
An ability and willingness to travel regularly	Full, clean driving licence

Equal Opportunities – NDTi’s Values and Principles

NDTi is committed to the active promotion of equal opportunity in all of its work. We respect and actively want to work with staff, associates and volunteers who reflect our diverse society, for example in terms of race, gender, sexuality, religion, disability and age.

It is our policy and intent to practice non-discrimination in regard to these factors in all aspects of our work and organisational practice including our working environment.

As an employer, NDTi accepts wholeheartedly the statutory requirements laid down in the Equality Act 2010.

We will ensure that no job applicant or staff member receives less favourable treatment on any of these grounds.