

**PROJECT OFFICER**

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| **Job Title:** | #BeeWell Project Officer | **Date:** | August 2021 |
| **Reporting Line:** | #BeeWell Project Manager | **Job Level:** | Grade 5 |
| **Team:** | Public Service Reform  | **Business Area:** | Public Service Reform Directorate |

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| JOB PURPOSE |
| The challenge and opportunity to improve the mental health and wellbeing of young people in the UK is more pressing than ever. Recent surveys have shown that adolescents in the UK are in the bottom four of some 80 countries in terms of life satisfaction. #BeeWell is a coalition of local and national actors are working together to seize this opportunity. We will roll out a wellbeing survey of young people in secondary schools across Greater Manchester over three academic years (2021-2024), and work together to deliver positive change as a result.The #BeeWell vision is to:* Listen to young people’s voices
* Act together for change
* Celebrate young people’s wellbeing

Schools will receive data reports and follow-up support giving them insights into their young people’s experiences. Neighbourhood data will be published, enabling a genuinely place-based approach to young people’s mental health in which arts and cultural organisations, youth clubs, sports clubs, businesses and charities, and other actors work together to address local needs and priorities. We intend to ensure that the wellbeing of young people is everybody’s business in neighbourhoods across the city region. Our long-term aspiration is to trigger a step change in education, rebalancing our nation’s focus on educational outcomes and underscoring the complementarity of wellbeing and academic attainment. The Project Officer will report to the Project Manager and support the #BeeWell team to deliver work across all areas of the programme. This will include: supporting schools engagement; ensuring we articulate and amplify impact and learnings; empowering young people to shape the #BeeWell work; and mobilising partners. |
| **KEY RELATIONSHIPS** |
| * Liaising with internal and external customer groups and strategic partners including the University of Manchester, the Anna Freud Centre, local authorities, the Greater Manchester Health and Social Care Partnership, and voluntary and community sector organisations.
* Senior managers and staff within GMCA and localities, including Reform, Work, Skills & Education, and Policy leads.
* Communities within and across Greater Manchester.
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| **KEY RESPONSIBILITIES**  |
| 1. To provide flexible administrative support across the full range of #BeeWell programme activities.
2. To provide support to the relevant governance and task groups, including maintaining forward plans, arranging meetings, coordinating agendas, taking minutes and proactively maintaining action logs.
3. Support and maintain relationships and partnerships with external partners in order to leverage goodwill to maximise reach of our programme.
4. Create and curate content to share through key #BeeWell communications channels by working with the entire #BeeWell team, a range of partners and our youth steering group.
5. Support reporting for internal and external stakeholders that clearly communicates the progress of #BeeWell to date and makes strong calls-to-action.
6. Ensure youth voice is central to activity by working with the Project Manager and youth steering group.
7. Plan and deliver regular newsletters, update our web presence and utilise social media channels to support the work across #BeeWell
8. Contribute to the organisation of key events such as the #BeeWell launch day, which includes advance communications planning and facilitating partner-led events alongside team members.
9. Maintain and store data and documentation appropriately and in line with the General Data Protection Regulations (GDPR).
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge:*** Essential: An understanding and passion for young people’s wellbeing.
* Desirable: Experience of working with young people or around issues connected to young people.

**Experience:*** Working to provide administrative support within a programme or project context.
* Drafting or writing communications material such as web content or newsletters.
* Delivering to deadlines.
* Adapting to changing priorities.

**Skills:*** Strong personal organisational and project management skills, in particular being able to manage multiple tasks, often with multiple stakeholders, independently.
* Excellent verbal and written communicator; able to communicate complex information to a range of audiences.
* Excellent relationship-building skills; the ability to establish effective working relationships with people at all levels, internally and externally.
* Ability to exercise initiative and work achieve objectives with minimum supervision.
* Ability to work effectively as part of a team.
* Ability to manage own workload and take part in continuous professional development activities to improve own learning.
* Ability to use a range of Microsoft office applications, including word, power point, excel and outlook.
* Desirable: Experience of website editing and development.
* Desirable: Confident and effective user of social media.
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background