

Pembroke House

Health Projects Manager



Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.

We will offer guaranteed interviews to any candidate who meets the essential person specification who also has either a strong connection to Walworth, is from ethnic minority backgrounds or has not accessed higher education.

Brief Description

To collaborate with the NHS and grassroots organisations and manage a programme of socially-oriented health projects for Pembroke House, primarily delivered through the Walworth Living Room

Responsible to: Director of Programmes

Location: Pembroke House, 80 Tatum Street, SE171QR, Walworth Living Room, All Saints Hall, Surrey Square, SE172JU, and surrounding areas.

As we are a neighbourhood based organisation we believe it is essential to our work that staff are present in one of our sites in Walworth as much as possible.

However we are **Happy to Talk Flexible Working!**

The types of flexibility that are available for this role are:

- hybrid working
- flexitime

Hours of Work: 4 days per week (28 hours). One of those days must be Wednesday for our team meetings. From autumn 2024 we intend to open the Walworth Living Room on Saturdays to better engage with residents who work during the week. We are therefore building a staff team that can be available to work on Saturdays.

There is some flexibility as to how many Saturdays would be required of this role. Occasional evenings may be required, for which you would receive TOIL.

Budget oversight: May be responsible for a delegated budget.

Salary: £36,878 FTE per year (pro rata)

Contract length: 1 year with the possibility of renewal

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info@pembrokehouse.org.uk | @Pembroke1885

Pembroke House is a centre for social action and residential community in Walworth, south-east London. We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.

For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.



Role overview

Working in partnership with the Southwark Integrated Care System and grassroots health initiatives, the aim of this new role is to help us develop our Social Model of Health (SMH) programme. The goals of the Social Model of Health are to:

- Grow the capacity of people in our community to look after themselves and after each other.
- Grow the capacity of people in our community to collectively challenge injustices within the broader health system.

In 2023 we convened a team of local residents to interview friends, family, colleagues and neighbours about their understanding of health. The aim of this

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research was to inform the development of our SMH work. That research identified five key components of good health:

- **Resources:** enough money, enough food, secure housing etc
- **Positive Social Relationships**
- **Access** to health giving experiences–gym, natural environment
- **Agency** in one’s life: ability to live as one wants to
- **Sense of Purpose:** Experiences of faith, purpose and creativity

Those principles will form the foundation of the SMH projects. The SMH work will largely be housed in our [Walworth Living Room](#) (WLR), a space where people can hang out, enjoy various activities, build relationships with each other, eat, learn, share and create. It is a place where people can work together to develop models of collective support and of collective control over community resources.

The Health Projects Manager’s role will include:

- **Developing SMH activities at the WLR:** Developing and managing the delivery of health initiatives in the WLR that build on the findings of the SMH report, including activities that help develop people’s capacity to be in healthy relationships with each other, such as workshops that focus on conflict resolution or understanding the impact of trauma.
- **Embedding community leadership:** Supporting local residents to advise the delivery and evaluation of activities, ensuring continued community leadership of the programme.
- **Coordinating existing health activities:** Coordinating the existing health partnerships in the WLR and ensuring they are aligned with the SMH principles. This includes our relationship with the Southwark Wellbeing Hub, our engagement with social prescribers, and our participation in local health programmes, including the Citizens UK health justice project.
- **Integrating the WLR into the NHS Neighbourhoods Approach:** Coordinating with Partnership Southwark to link and embed local NHS programmes into the WLR, ensuring that any programme strengthens social networks and increases the ability of people to look after one another. For example, peer support groups based on specific conditions.
- **Supporting community-led initiatives:** Deepening our relationships with local organisations and people tackling health inequalities by promoting the use of our buildings, All Saints Hall and Pembroke House, by local residents and organisations doing health projects or activities in line with the SMH principles.
- **Creating an evaluation framework:** Working with external partners, including the King’s College London Health Inequalities Research Group, to develop a suitable evaluation framework for the SMH and ensuring that this learning informs the development of the wider Neighbourhoods Approach.

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Job description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	PROJECT COORDINATION <ul style="list-style-type: none">• With the support of the Director of Programmes, develop the overall programmatic strategy and delivery plan for the Social Model of Health work• Oversee the development and delivery of projects and events guided by the principles of the Social Model of Health, including projects that support people to share and practise the skills needed to sustain healthy community in a diverse neighbourhood (i.e. de-escalation, conflict resolution, power and privilege, trauma informed practice etc)• Work with administrative coordinator to deliver all necessary logistics for Social Model of Health projects• Ensure that the WLR as a whole is delivered within the principles of the Social Model of Health• Work with the Director of Programmes to develop an evaluation plan and work with administrative coordinator to ensure all evaluation and monitoring data is collected and analysed
2	COMMUNITY BUILDING <ul style="list-style-type: none">• Facilitate Social Model of Health resident-led group to help develop and deliver activities• Coordinate with existing health partners such as the Southwark Wellbeing Hub and social prescribers• Coordinate with medical practitioners to integrate them into the Social Model of Health work• Build relationships with local groups and individuals delivering health projects that are interested in using the Pembroke House space• Oversee the selection of groups to use the Pembroke House space• Work with administrative coordinator to coordinate all necessary logistics for other groups using the space, including working with buildings staff to schedule and support activities
3	NHS PARTNERSHIPS <ul style="list-style-type: none">• Collaborate with Southeast London ICS to identify potential partnerships with local NHS service providers• Network with local NHS services and develop strategies for integrating the Social Model of Health into the NHS Neighbourhoods Approach
4	FUNDRAISING

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	<ul style="list-style-type: none"> • Develop collaborative initiatives with organisational and university partners that leverage longer-term funding for Social Model of Health work • Ensure necessary data is collected for funding applications and reports • Contribute to the writing of funding applications and reports as needed • Act as a point of contact for the funder, the Southeast London ICS
5	OCCASIONAL DUTIES <ul style="list-style-type: none"> • Attend special events organised by Pembroke House which may be during the evenings or at weekends • Complete other tasks commensurate with the level of the role
6	OTHER <ul style="list-style-type: none"> • Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities. • Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days. • Take part in the life of Pembroke House by mucking in when a team effort is required to get something done. • A commitment to the Equal Opportunities Policy of Pembroke House • You may be asked to act as a First Aider and Fire Marshal
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Tara Mack
Date	1 August 2024

Health Projects Manager



Person Specification

Who we're looking for:

The person we appoint to this role will be someone with experience organising health projects and ideally, someone who is well-connected with grassroots, health-oriented projects in Southwark. You will also be comfortable collaborating with medical practitioners and NHS administrators. You will have experience working in low-income/working class communities and communities of colour. You'll be someone who does not approach this work from a "saviour" viewpoint, but someone who respects the experience and expertise in the community, and who is keen to support people to solve problems collectively, build trust and empathy and take leadership in the life of the community. You should be someone who has experience with outreach, facilitating and organising.

You should be a well-organised person who knows how to develop new projects in collaboration with local residents and ensure they are delivered well from start to finish. You will be excited about working in a changing environment and about helping the Walworth Living Room figure out what it is to become. You will be someone who can work well in a team, treating colleagues with care and respect, but also someone who doesn't need to be told what to do, who can take initiative to help develop this still young programme.

	Tested at
Experience - Essential	
Knowledge of the statutory health system and/or knowledge of community-based health programmes	Application
1 to 2 years experience developing health-themed projects	Application
1 to 2 years of experience in community-based organisations doing community organising work and/or group facilitation work, particularly in low-income communities and communities of colour	Application

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An understanding of how systemic injustice impacts communities such as Walworth and a desire to work in an organisation that is engaging with issues of justice both internally and externally	Interview
Experience with both quantitative and qualitative evaluation of projects	Interview
Experience - Desired	
Fluency in a language other than English, particularly Spanish or Arabic	Interview
Knowledge of the local area/community	Application/Interview
Familiarity with Airtable and Google Suite	Interview
Experience with trauma-led approaches	Interview
Grant writing experience	Application
Personal Attributes - Essential	
Understanding of the purpose and values of the organisation that enables you to plan activities that are aligned with it.	Application
A people person who enjoys engaging with people from a wide variety of backgrounds	Application
Ability to manage competing demands and priorities on time and organise your own workload	Application/Interview
A commitment to a test and learn approach—trying things out, seeing what happens and then adjusting the approach	Interview
Ability to work independently and as part of a team	Application/Interview
A flexible, proactive approach. Ability to flourish in an environment of change and uncertainty	Interview

Special Conditions

- Willing and able to work from the charity's premises - some time working at home may be possible too based on a flexible working request.

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For further information about Pembroke House, please visit our [website](#).

If you have any questions please email tara.mack@pembrokehouse.org.uk (note: we will only be able to respond to your enquiry after 27th August)

Benefits

Salary: £36,878 FTE per year (pro rata)

Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions.

Working culture

Many of the team are part-time employees and we all come from diverse backgrounds and experiences – ranging from local and central government and youth & community work, to academia, music, performance and politics. Each staff member has a personal development budget to ensure they feel confident in their roles and have space to grow.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches. We also do team trips to shows and exhibitions and offer a staff discount on food and drink at the Walworth Living Room.

We invest in a lively office culture, and support our staff to work flexibly when this can be accommodated. No-one at Pembroke House is confined to a desk or computer – everyone chips in with projects, events and activities.

We subscribe to a generous cycle to work scheme as well as an electric car leasing scheme.

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Leave

We want to support our staff as best we can, and recognise that time away may be needed for different reasons.

Annual Holiday Leave: 28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Sick leave: Once staff have passed probation they are entitled to our enhanced sick leave policy

Dependency Leave: We know that balancing work with caring responsibilities is hard, which is why we have a policy that allows for some time off to support this.

Compassionate Leave: When serious and life changing events happen, our compassionate leave policy allows for time off to process and recover.

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Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria.

DRAFT

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