

Project & Partnership Lead – Internal PYC Focus

Fixed Term Contract/Secondment for up to 12 months to cover maternity leave

Salary: Band 10 - £42,838 - £47,818 pro rata (£25,702 - £28,690 p.a.)

Hours: 22.2 per week (working pattern to be agreed)

Location: Civic Offices, Guildhall Square, Portsmouth. Flexibility required to work across various locations including Housing Offices, Adventure Playgrounds, Youth Clubs, Community Centres, and remotely as needed.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality childcare across the city that works to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC (Portsmouth City Council) and Portsmouth Safeguarding Children's Partnership safer recruitment procedures.

About the Service

We are proud of the work we do, guided by our core values and principles. If you share our commitment to valuing others and making a meaningful impact, this role could be the perfect fit for you.

Role Overview

Reporting to: Play & Youth Manager (PYC Service, HNB)

This role sits within the Housing, Neighbourhood & Building Services (HNB) and focuses on identifying needs, developing, and managing projects within the Play, Youth & Community (PYC) Service. You'll work in collaboration with various agencies to enhance health and wellbeing, reduce social isolation, and promote independence among children, young people, and their families.

Key Responsibilities

- Lead on health and wellbeing initiatives for staff and service users, ensuring projects are well-defined, effectively managed, and delivered on time.
- Build strong relationships with internal teams, senior managers, and external stakeholders to support programme success.
- Manage a small team, overseeing daily operations and ensuring delivery of service objectives.

- Identify funding opportunities and prepare business cases to expand services and share resources with partners.
- Manage a health development budget to support wellbeing initiatives.
- Plan medium- and long-term projects using national guidance and evidence, adapting them to local needs and service policies.
- Develop and implement community development strategies aligned with public health goals.
- Create and evaluate action plans to embed healthy outcomes across PYC services.
- Demonstrate an awareness of the challenges faced by vulnerable children, young people, and families, including poverty and health inequalities.
- Collaborate with the Tackling Poverty Coordinator to support shared outcomes.
- Facilitate stakeholder engagement and coordinate service-wide meetings to support programme delivery.
- Represent the service at multi-agency meetings and contribute to wider wellbeing campaigns.
- Deliver workforce development programmes in partnership with the learning and development team, covering safeguarding, mental health, restorative practice, and more.
- Work with the communications team to promote the PYC service across various platforms.
- Support frontline staff in delivering consistent public health messages.

Who is the Person?

You should have:

1. A relevant degree or equivalent experience.
2. Evidence of ongoing professional development and experience in project delivery.
3. Ability to interpret national guidance and apply it locally.
4. Experience in developing and implementing wellbeing initiatives.
5. Strong interpersonal skills and the ability to engage with stakeholders at all levels.
6. Capability to balance strategic and operational responsibilities.
7. Excellent communication skills for diverse audiences.
8. Analytical skills to interpret data and inform initiatives.
9. Experience as a trainer/facilitator in health, wellbeing, and safeguarding is desirable but not essential.
10. Ability to demonstrate awareness of public health improvement, behaviour change, and health inequalities.
11. Awareness of issues affecting children, young people, and communities.
12. Commitment to promoting equality and positive working relationships.

13. Ability to manage workload and make decisions under pressure.
14. Experience using social media and digital platforms for promotion.
15. Strong verbal, written, and presentation skills.
16. Proficiency in IT systems, especially Microsoft Excel and Office 365.

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted.

If you are applying as a secondment you must have permission from your line manager - please clearly state in your application that you have this.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.