



HAF Project Lead - Fixed Term Contract/Secondment from 24.03.25 until 31.03.26

Salary: Band 9 - £37,937 - £41,510 p.a.

37 hours per week Monday to Friday (we would consider applicants from people wishing to work on a part-time basis of at least 29.6 hours per week)

Portsmouth City Council 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 and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service

Holiday Activities and Food (HAF) is an innovative programme, funded by the Department for Education, providing free holiday provision for children aged 5 - 16 who are eligible for benefits related free school meals. As a result of this programme, we want children who attend provision to:

- Be more active and eat more healthily during school holidays;
- take part in engaging and enriching activities which support the development of resilience, character and wellbeing and other skills;
- be safe and not to be socially isolated;
- along with their carers, parents and families, have greater knowledge of health and nutrition; and
- be more engaged with school and other local services and to have greater knowledge and awareness of local free holiday provision.

The role is located in the Housing, Neighbourhoods and Buildings Directorate and extends to Play and Youth services, the Children's, Families and Education Directorate and the wider statutory, voluntary and private sector.

Within the service colleagues support one another in working through issues and identifying solutions. Regular supervision with the line manager is in place as well as creative problem-solving on a daily basis.

What is the role?

The aim of the role is to develop an efficient, joined-up and enriching approach to free holiday provision for disadvantaged children and to ensure there is enough good quality holiday provision in Portsmouth during the school holidays.

Key to the role is building relationships that continue to work beyond the life of the project in a way that supports vulnerable children and families.

The role is to lead the continuing development and management of the HAF project, working across Portsmouth City Council (PCC), schools and citywide providers to maximise impact and connect provision. This involves working in partnership with a wide range of stakeholders to implement and manage the project, for example, schools, SENCOS, special needs organisations, social worker hubs, play and youth services, the Youth Justice Service and Early Help.

As this is an externally funded programme, formal, robust evaluation, monitoring and reporting is a regular requirement. The role holder is responsible for ensuring effective governance, quality, robust contract and financial management and monitoring of the programme.

The role will be making recommendations about an allocated pot of funding and putting arrangements in place for ensuring that this funding is used appropriately to provide high quality opportunities for CYP in line with the government's guidance.

The role holder will engage with the project steering group from conception to project close, coordinating sustainability actions and recommendations for programme closure. The role also contributes positively to the Senior Management team to develop the strategic direction of the HAF project and to report to internal and external stakeholders

Key tasks of the role are to:

- Work closely with local communities and the voluntary sector to further develop play activities and healthy food projects across the city during school holiday periods.
- Develop collaborations/partnerships between voluntary and community sector organisations, communities, public bodies and private businesses to support the programme.
- Identify the project needs and lead on project actions, maintaining a project plan including timelines, key milestones, risks and mitigation.
- Achieve the effective overall delivery of the HAF programme through robust monitoring and evaluation on an ongoing basis.
- Identify and commission new providers to enhance the delivery plan
- Respond to the programme design including any potential gaps in provision to develop new initiatives.
- To facilitate regular coordination meetings and workshops with all partners to lead the successful progress of the holiday activities and food programme.
- Work with partners to broker specialist provision, expertise and training
- Support to providers in all areas.
- Ensure the grant is administered in accordance with the terms and conditions of the DfE grant funding and in compliance with financial standard procedures.



The programme is now entering the fifth year of funding, with standard processes in place. The majority of the work relies on initiative as almost none of it is routine. Most of the project will be innovative.

Who is the person?

You need to have:

- Experience of commissioning and/or delivering high quality activities for children and young people.
- Successful experience of partnership working, including evidence of building new partnerships.
- Strong project management and/or commissioning experience, including managing an application process, project monitoring and evaluation, and budget management experience.
- Advanced proficiency in Microsoft Excel including the ability to create and manage complex spreadsheets, use formulas and functions, and analyse data effectively.
- Strong report writing skills with the ability to present data and insights clearly, concisely, and in a structured format tailored to various audiences.
- An enthusiasm for innovating and trying new things, and the ability to problem solve.
- Excellent written and oral communication skills, including the ability to communicate with people at all levels within both Portsmouth City Council and partner organisations.
- Excellent negotiation, influencing and conflict resolution skills demonstrated in a demanding environment.
- Ability to prioritise workloads to meet deadlines.
- An ability to manage, prioritise and delegate effectively in a busy environment.

The post will be based partly in the office and partly from home. The post-holder will be expected to travel around Portsmouth during the periods that Holiday Activities are running to visit provision.

If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application form.



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.

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 <https://www.gov.uk/government/publications/consent-privacy-policy>

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.

