



Medway Voluntary Action  
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## **Job Description**

<b>Job Title:</b>	<b>Social Prescribing Systems Project Manager</b>
<b>Salary:</b>	£31,500 annually
<b>Reports to:</b>	Data & Infrastructure Manager
<b>Hours:</b>	5 days per week (37 hours)
<b>Contract:</b>	Fixed term until 30 <sup>th</sup> June 2024 (with the potential for extension)
<b>Location</b>	MVA, 5a New Road Avenue, Chatham ME4 6BB

### **Aims:**

To on-board, develop, maintain and be responsible for all data and reporting functions of MVA's Social Prescribing System; to liaise with Public Health, PCNs and other link workers/staff, voluntary sector providers, and the Project Manager for the Swale Community Development project to identify gaps in social prescribing activities; to support Infrastructure development activity to achieve the sustainability of the voluntary sector in Medway and Swale.

### **Responsibilities:**

1. To oversee the introduction, implementation and operation of MVA's new Social Prescribing platform
2. To Induct new staff and external organisations on how to use the platform
3. To be responsible for the smooth running of its functions both as a directory of services and as a Social Prescribing Platform, ensuring the information contained within them is kept up to date
4. To liaise with MVA staff and relevant Swale providers to map new organisations to be recruited to the system
5. To work in partnership with Medway Council and Swale Borough Council colleagues to identify and register new activity providers and identify potential gaps in community prescriptions that would be beneficial to prioritise in order to reduce health inequalities
6. To liaise with software writers to maintain systems as appropriate for MVA's needs
7. To check the quality of delivery of social prescription interventions as required

8. To monitor the generation and payment of invoices for social prescriptions from VCS providers
9. To lead on the reporting process to the Data & Infrastructure Manager for the monitoring of this contract and Infrastructure contract and to support any other reporting functions as appropriate within MVA.
10. To lead and manage all mechanisms of data feedback from the VCS on the system such as surveys and compile reports on the same.
11. To supervise the workload and support staff/volunteers as required who work within the parameters of this post holder's responsibilities.
12. To support the delivery of events that promotes MVA.
13. To provide timely reports on the work of MVA and to participate in review and evaluation processes in a culture of continuous improvement.

### **General**

1. To work within the framework defined by the MVA policies and procedures.
2. To attend meetings and events that supports the delivery of objectives in the role.
3. To attend support and supervision sessions with your line manager
4. To attend training relevant to the role and agreed with your line manager.
5. To perform additional duties as delegated by your line manager or the Chief Executive, within the remit of the role.
6. To attend MVA Staff meetings.
7. To participate in occasional evening and weekend work that advances the aims of MVA.

**Role to commence at the end of August if possible**

## Person specification

Description	Essential	Desirable
Excellent attention to detail	✓	
Data and systems knowledge and experience	✓	
Excellent working knowledge of Word, Excel, Powerpoint	✓	
Excellent customer service and professional relationship skills	✓	
Good Team player	✓	
Being a pro-active self-starter	✓	
Proficient in leading and managing projects	✓	
Strong organisational skills	✓	
Excellent communication skills, both written and verbal	✓	
Excellent report writing skills and experience	✓	
Flexible approach to working	✓	
Able to travel independently	✓	
Project Management qualification and/or experience		✓
2 years' experience working with various systems in a busy environment		✓
Experience of using Social Prescribing Software and maintaining system		✓
Working knowledge and understanding of Social Prescribing		✓
Experience of working in the Voluntary sector		✓
Good researching skills		✓