

Practice Development Unit (PDU) Lead Job Description



Job Title	Practice Development Unit (PDU) Lead
Job Purpose	<p>To lead the development and growth of an established practice development unit (PDU) for voluntary sector and public sector staff, volunteers and others working with people experiencing Severe and Multiple Disadvantage (SMD).</p> <p>To work with the Changing Futures Lived Experience Team and Expert Citizens to ensure that the PDU is person centered and builds on the experience of those with lived experience of SMD.</p> <p>To develop links with public sector services within particularly Health, Criminal Justice, Domestic Abuse, Substance Misuse and Homelessness/Housing.</p> <p>To work with the key stakeholders in Changing Futures and local partnerships to ensure the effective running of the PDU and its sustainability beyond the end of the programme in 2024.</p>
Accountable to	Chief Executive Officer
Accountable for	Practice Development Unit (PDU) Administrator
Major tasks	<p>PDU Development</p> <ul style="list-style-type: none"> To identify and facilitate the sharing of good practice and collaborative learning, and to promote engagement in Practice Development Unit learning events. This will be achieved through written and verbal communication, and participation in a range of local partnership networks. To develop a bank of external and internal resources and maintain an online hub with good practice relevant to those working with people experiencing SMD. To work with Changing Futures and key partners to identify new funding streams for the PDU. <p>PDU learning events</p> <ul style="list-style-type: none"> Provide support associated with maintaining and developing a PDU for key stakeholders from the voluntary, public and private sectors who work with those experiencing SMD. Provide coordination for PDU meetings and learning events, liaising with the PDU Administrator, to ensure a thriving, productive and cooperative practice development unit. To work with local partners who are responsible for workforce development and human resources to disseminate learning and ensure involvement of staff from all sectors. Organise any other associated events, including Communities of Practice and opportunities for disseminating a range of learning tools. Champion co-production and ensure meaningful involvement of people with lived experience of SMD in the planning and delivery of PDU activities.

	<p>Information Systems and Reports</p> <ul style="list-style-type: none"> • Maintain a comprehensive database of PDU members using the NCVS CRM system. • Prepare timely reports to the NCVS and Changing Futures Boards and the PDU steering group. • To monitor and evaluate PDU activities, collating insights and evidence to support with business planning and development. <p>Communication</p> <ul style="list-style-type: none"> • Provide information for regular e-newsletters, web content and produce publicity material and other mailings to PDU members. • Research, collate and upload content to the PDU online hub. • Contribute to the Changing Futures and NCVS Communication Plans in the context of the PDU. <p>Line Management</p> <ul style="list-style-type: none"> • Provide line management and supervision to PDU Administrator.
Specific Requirements	Occasional evening and weekend working.
General Requirements	<ul style="list-style-type: none"> • To manage varied workload with competing priorities effectively. • Excellent IT literacy, with ability to use Microsoft Office, Excel and Powerpoint as a minimum. • Contribute to the development of NCVS and Changing Futures as effective organisations working in the interests of the voluntary sector, public sector and others working with people experiencing SMD. • Maintain up-to-date monitoring information and produce regular monitoring reports. • Work within standards of good practice working with and involving volunteers and beneficiary ambassadors. • Convene and work closely with a Steering Group comprising a range of local agencies and individuals with lived experience. • Attend appropriate NCVS meetings, including staff and volunteers meetings, team meetings. • Attend appropriate Changing Futures meetings. • To receive supervision and appraisal and be committed to own development and supporting a learning culture within NCVS. • To be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies. • To undertake any other tasks as deemed appropriate by NCVS management.
Contract details	Full time, 35 hours a week. Initially an 18 month contract with possibility of an extension subject to funding.
Terms and conditions	<ul style="list-style-type: none"> • Flexible working hours, using a TOIL system. • Paid sick leave, dependent on length of service. • 5% pension contribution, dependent on employee's own contribution. • NCVS has a comprehensive Staff Handbook, which outlines the terms and conditions applicable to this post.
Salary	£27,500 per annum