

Job Description

Learning and Delivery Manager

JUMP Schools

Faculty of Health Studies



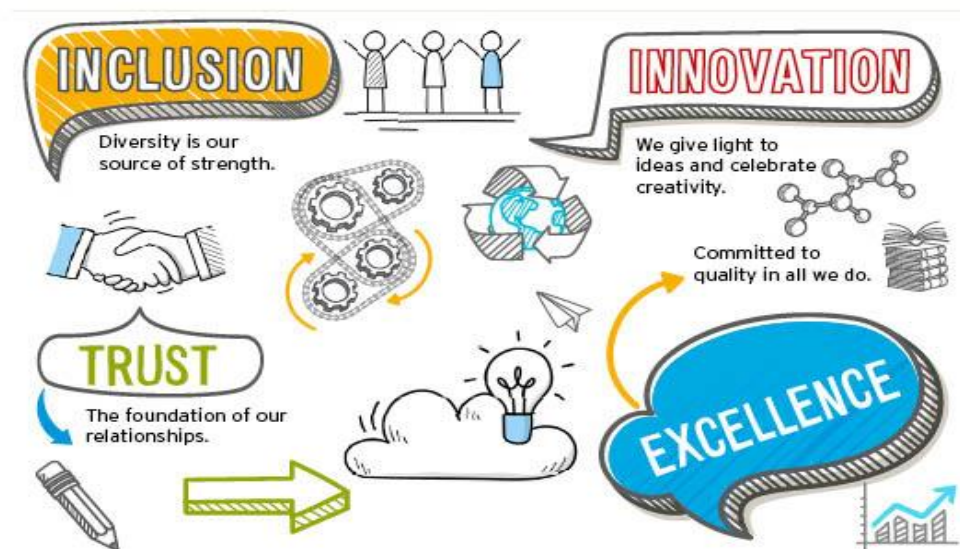
Brief summary of the role

Role title:	JUMP Schools Learning and Delivery Manager
Grade:	8
Faculty or Directorate:	Faculty of Health Studies
Service or Department:	Faculty of Health Studies
Location:	University of Bradford Campus and Wolfson Centre for Applied Research, Bradford
Reports to:	Professor Andrew Daly-Smith
Responsible for:	JUMP Schools Implementation Team
Work pattern:	Full time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• A degree or equivalent experience • Postgraduate qualification in Education or health
Desirable	• PhD in health or education or physical activity related discipline

Experience, skills, and knowledge

Essential	Experience Experience of implementing educational and health and wellbeing policies within a school. • Experience of using a range of qualitative research methodologies with school-based stakeholders or similar to understand programme implementation and effectiveness. • Experience of using quantitative methods to assess the effectiveness and implementation of school-based health programmes. Skills • Ability to design, deliver and evaluate high quality training programmes for school stakeholders
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	• High level written and communication skills. • Ability to network with varied stakeholder groups, related to health, wellbeing, education and research • Writing high quality academic publications • Evidence of ongoing local and regional partnership work linking practice and research. Confident user of Microsoft office packages • Ability to harness IT as a project management tool • Good organisational skills • Good influencing skills • Skills and experience in analysing and evaluating research data to produce written reports Knowledge • Knowledge of school systems and culture and the impact on pupil outcomes • Knowledge of educational and health and wellbeing policies • Detailed knowledge of school accountability frameworks
Desirable	• The ability to write high-quality peer-reviewed academic publications. • Write applications for programme delivery funding. • Write applications for research and evaluation grant funding.

	• The ability to use behaviour change theory to inform programme design, delivery and evaluation. • The ability to use implementation science to inform programme design, delivery and evaluation. • Knowledge of national and international policy on health and wellbeing, and the relevant impact on whole school agendas.
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Personal attributes

Essential	• Willingness to undertake further training as appropriate and adopt new procedures as and when required. • Ability to listen • Highly proactive self-starter • Open & consistent • Excellent networker • A persuasive communicator • Ability to work on own initiative with a high degree of autonomy • Flexible and versatile • Results orientated, attention to detail and ability to fully complete tasks • Open to discussion and challenge from key stakeholders to promote excellence
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	• Driving license • Embrace equality and diversity • Willingness to travel as required, including international travel
Desirable	

Main purpose of the role

The primary purpose of the role is to support the evaluation and delivery of the JUMP Schools programme in Bradford as part of the Sport England-funded JUMP deepening phase. The University of Bradford is a partner in supporting the city-wide evaluation and delivery of the Active Bradford JUMP programme. The post holder will be responsible for coordinating the delivery of the JUMP schools programme, embedding a learning culture that enables us to draw on lessons learned and evolve the programme over time. This will involve liaising with researchers at the University of Bradford, who lead the research and development of the JUMP schools programme, as well as with district partners and the main JUMP delivery team, based at Active Bradford.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

We expect the post will be split between 60% delivery and 40% learning, undertaking evaluation of the programme aligned with the main duties and responsibilities outlined below.

1. Project manage the JUMP Schools project work package within the Bradford-based Sport England Funded place expansion work.
2. Work together with the JU:MP implementation team to ensure the integration of the JUMP Schools work package with the wider neighbourhood approach and universal offer.
3. Integrate research and development into the delivery of the JUMP schools programme to ensure evidence-based development of the JUMP schools approach and work with the broader research team to enable them to undertake a high-quality evaluation.
4. Provide support to school senior leadership and middle leadership teams to support organisational change for physical activity within the school setting using the JUMP schools programme.
5. Regularly monitor the budget for the JUMP schools Project and proactively report to programme lead on key variances so they can be effectively managed.
6. Within the JU:MP programme, coordinate community of learning and dissemination events for the project. Where appropriate act as a facilitator or presenter.
7. Undertake line management responsibility of relevant project staff where required and provide operational support to locality leads working on the JU:MP schools project.

8. Ensure all project delivery is reported and output evidenced as dictated by project guidelines.
9. Develop and maintain project support systems to ensure effective management and retrieval of information, in particular the development and management of project reporting to funding providers
10. Be responsible for monitoring the administration of the project – using project management software as required and undertaking the creation of letters, memos, reports, and other documentation including confidential correspondence where appropriate.
11. Attend a weekly meeting with the JUMP Schools Manager to discuss achievement of project outcomes and ensure strategic and operational outcomes are aligned and proactively managed.
12. Act as the main point of contact for the Creating Active Schools implementation within the JU:MP programme – dealing with telephone and e-mail enquiries and ensuring a professional and efficient service to external clients.
13. To develop the research objectives and proposals for own or joint research, with the assistance of a mentor if required.
14. To conduct individual and collaborative research projects. To manage own research and administrative activities, with guidance if required.
15. To write up work for publication.
16. Work with and develop research with others on the project.
17. To build internal and external contacts and participate in internal and external networks for the exchange of information and to form relationships for future collaboration.
18. To identify external sources of funds and prepare proposals and applications to external bodies, e.g. for funding and contractual purposes.
19. Act as a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.