



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Children and Young People's Social Prescribing Project Lead

Pay Band: NNCBAND08 (£48,226 - £51,356)

Reports to: Public Health Principal

Directorate and Service area: Public Health

Duration: Fixed term for 12 months

### **Purpose of the job**

To lead, manage and be accountable for the end-to-end delivery of the Children & Young People's Social Prescribing pilot in North Northamptonshire, ensuring high-quality, early, non-clinical support is provided to young people aged 11–18. The postholder will have overall responsibility for planning, implementation, delivery, performance management and reporting, including developing and managing referral pathways, overseeing project milestones, maintaining strong relationships with partners, and ensuring the service connects young people to meaningful community-based activities that improve wellbeing, resilience, and social connection.

The postholder will act as the strategic and operational lead for the Children and Young People Social Prescribing project, with full responsibility for end-to-end delivery.

## Principal responsibilities

**1. Service & Project Management** - To plan, organise, and manage all aspects of the CYP Social Prescribing pilot. This includes establishing referral pathways, developing resources and tools, supporting recruitment and induction of staff, ensuring appropriate systems are in place, and maintaining oversight of day-to-day delivery. The postholder is accountable for ensuring the service meets its agreed outcomes, timescales and quality standards are met.

**2. Stakeholder Management** - To identify, engage, and maintain effective relationships with key stakeholders including schools, GPs, health services, youth organisations, leisure services, VCSE partners, and internal council teams. The postholder must ensure clear communication, manage expectations, and provide strategic and operational leadership to optimise referral flows and service impact.

**3. Project Governance** - To work within relevant council policies, safeguarding procedures, data-sharing requirements, and project governance frameworks. Responsible for ensuring the pilot is delivered consistently, ethically, and safely, with all processes clearly documented.

**4. Resource & Budget Coordination** - To support management of the project budget, including monitoring expenditure, maintaining accurate records, and providing updates to the public health team. To administer the CYP discretionary activity fund by processing requests, tracking usage, and ensuring spending remains within agreed limits and supports equitable access.

**5. Leadership & Support to Link Workers** - To provide leadership, management, guidance and operational oversight to the CYP Social Prescribing Link Workers. This includes helping to prioritise caseloads, ensuring access to relevant resources, coordinating training, and supporting the planning and delivery of high-quality personalised social prescribing interventions.

**6. Service Improvement & Development** - To support continuous improvement of the service by identifying operational gaps, gathering feedback, and embedding good practice. The postholder will contribute to refining pathways, resources, and tools that strengthen early intervention and align with the Council's prevention and Next Generation Working approaches.

**7. Project Documentation & Monitoring** - To ensure all project documentation is maintained and up to date, including referral logs, partnership agreements, process maps, risk registers, caseload summaries, evaluation data, and progress reports. Responsible for ensuring accurate recording of risks, issues, benefits and outcomes within required timescales.

**8. Reporting & Professional Advice** - To prepare clear, concise updates and reports for the Public Health team, senior leaders, steering groups, and partners, and to act as the responsible officer for identifying issues, risks and required changes.

**9. Communication** - To lead effective internal and external communication about the service, choosing the most appropriate methods (face-to-face, written, digital, presentations). To support youth-friendly communication approaches and ensure consistent messaging across all stakeholders.

#### **General responsibilities applicable to all jobs**

1. Demonstrate awareness and understanding of equal opportunities, safeguarding principles, and the behavioural, physical, social, and welfare needs of children and young people.
2. Comply with all Council policies and procedures including (but not limited to): safeguarding, financial regulations, equality and diversity, customer care, GDPR and data protection, health and safety, and audit requirements.
3. Carry out any other duties consistent with the scope, spirit, and purpose of this job description and commensurate with the grade of the post.

*This job description reflects the major responsibilities of the post and sets out the level of responsibility required. Duties may be reviewed periodically to reflect organisational needs and will be amended in consultation with the postholder*

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree in a related area (e.g. health, public health, social care, education, youth work, business studies) or equivalent professional qualification/experience.	<p>Recognised project management qualification e.g. PRINCE2, MSP, Agile, LEAN</p> <p>Training related to mental health, early intervention, safeguarding, or youth participation.</p> <p>Evidence of continued professional development relevant to working with children and young people or community-based services.</p>
Experience and Knowledge	<p>Experience of managing small to medium sized projects (&lt; £250k)</p> <p>Experience of using tools and techniques associated with service improvement and project management.</p> <p>Experience of managing small scale business improvement or change, e.g. for a single team.</p> <p>Experience of managing business improvements, including full process mapping and options analysis and appraisal.</p> <p>Demonstrable experience of leading, managing or directing people and project teams.</p> <p>Knowledge of project/change management concepts and methodologies e.g. PRINCE2.</p> <p>Knowledge of ICT capabilities to meet business needs.</p>	<p>Experience of analysing and solving complex process and systems problems</p> <p>Experience identifying, managing and influencing stakeholders across multiple sectors (e.g. schools, health, VCSE).</p> <p>Awareness of national/local policy agendas relevant to CYP mental health, early intervention, social prescribing, youth services, and local government challenges.</p> <p>Awareness of the National and Local Government agenda, current issues and challenges.</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Ability to recognise political sensitivity within a project. Ability to plan, coordinate and deliver activities to set timescales, prioritising effectively.</p> <p>Ability to influence, negotiate and work collaboratively with partner organisations, including translating CYP needs into service requirements.</p> <p>Ability to develop and deliver projects and successfully manage change in working practices as a result of a project.</p> <p>Ability to recognise political sensitivity within projects and respond appropriately.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equalities, inclusion, and the behavioural, physical, social and welfare needs of children and young people.	
Additional Factors	Ability to travel across North Northamptonshire as required.	