

Part of the

HEALTH
EQUALITIES
GROUP



Job Role

Project Manager (Full-time position; 2 years fixed-term in first instance with scope for extension; hybrid working with main office in Liverpool City Centre)

Package

A salary of £26,500 - £30,000 depending upon experience, 27 days holiday per year, plus excellent pension scheme.

About Health Equalities Group (HEG)

Health Equalities Group (HEG) is a public health charity started in 2005 serving the populations of North West England and beyond. The charity's primary areas of work concern upstream, population-level approaches to the prevention of non-communicable diseases (cardiovascular disease, type 2 diabetes, cancers) and reducing of health inequalities within populations, with a strong focus on addressing the wider determinants of health.

Our influence and impact over the last 18 years has been significant. HEG was the lead agency to advocate for an introduction of smoke-free policies in Liverpool ahead of national legislation in 2007 and was formative in bringing about the UK Government's 'Sugar Tax' in 2018. HEG currently leads the North West's [healthy weight programme \(Food Active\)](#) and delivers contracts for a host of national and regional organisations, including: local authorities, NHS Trusts, Integrated Care Boards, Department for Health and Social Care, Cancer Alliances, VCFSE organisations, and, the National Institute for Health Research. Our pioneering [Healthy Stadia programme](#) works with professional sports clubs across the UK and continental Europe to promote good health and wellbeing, whilst we have long standing research partnerships with University of Liverpool, Liverpool John Moores University, and Chester University.

Location (hybrid)

This is a hybrid working role, with office working at HEG's office in Liverpool City Centre. Much of HEG's work is across North West England and further afield, so willingness to travel within the UK is essential.

About the role

Owing to a sustained period of growth for the charity, an exciting opportunity has arisen to work within a small, yet dynamic and influential team to support the HEG's expanding portfolio of public health projects. The role will involve working with a range of partners across local authorities and NHS organisations, but also VCFSE colleagues and research institutions.

We are seeking an enthusiastic and ambitious project manager who has experience of public health and/or wider prevention work, who can bring excellent organisational and communication skills to this role. The successful applicant will be responsible for management and budgeting of both regional and local level projects, including liaison and reporting to commissioning organisations, and internally with HEG staff and trustees. The job will be supported by a wider

team of staff with expertise in the areas of public health nutrition, physical activity, social and commercial determinants of health, public health policy and advocacy.

Current and recent projects include:

- [Cheshire and Merseyside Strategic Overweight & Obesity Project](#)
- [Healthy Place, Healthy Future Project for Pennine Lancashire](#)
- [Against The Odds Gambling Harm Awareness Project](#)
- [NHS Cheshire & Merseyside Prevention Pledge](#)
- [GULP! Give Up Loving Pop Sugar Drinks Education Projects](#)

Responsibilities & Key Tasks

- Responsible for the day-to-day running of projects, including liaison with commissioners and project stakeholders
- Monitoring progress and producing reports for commissioners and internal staff
- Project budgeting and reporting
- Producing briefing documents and communications materials to promote projects
- Attending and presenting at steering group meetings for projects
- Coordinating events and assisting to coordinate conferences
- Working effectively independently, but also as part of a team and with a range of partners from within and outside public health and NHS organisations
- Contributing to new business proposals and invitations to tender for work

Qualifications, skills and experience:

Essential

The successful candidate will:

- Be educated to degree level as a minimum
- Have a minimum of 3-4 years' experience in a project management / project support role
- You do not need to have a specific background in public health / population health, but you would be expected to have some experience and knowledge of at least one of the following areas: health improvement, non-communicable disease prevention, social policy, VCFSE sector delivery, social justice, advocacy
- Have excellent organisational skills, and be able to manage time and workload effectively
- Have excellent communication skills, and be confident in engaging with a variety of stakeholders
- Be able to demonstrate experience of managing a budget and financial reporting
- Be able to work independently and as part of a team
- Have strong writing skills, with an element of creativity
- Be able to carry out occasional travel within North West England, as required

Desirable

The successful candidate may:

- Be educated to Master's level
- Have project management experience within public health or population health (local authority, NHS or VCFSE setting)
- Hold a project management qualification

- Have a good understanding of the public health / population health landscape in North West England and beyond
- Have an understanding of academic research literature, evaluation techniques and evidence based approaches to prevention
- Have a driving license and access to private transport

To apply:

Please send an up to date CV of no more than 2 sides and a 1 page covering letter explaining how your skills and experience fit this role of Project Manager.

Deadline for applications: 5pm Friday 24th February 2023. Send to: info@hegroup.org.uk

Interviews will take place in the first week of March 2023.

For any informal enquiries, please contact: info@hegroup.org.uk