



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Best Start in Life Programme Manager

Grade: PO4

Directorate: Children & Families

Responsible to: Head of Living Well Rutland

Purpose of the Job:

To coordinate, develop and deliver the intentions of the development phase and within the requirements of the DfE Development Grant conditions and timescales, the intentions of the development plan, and its associated projects, in order to prepare RCC to meet the strategic objectives and statutory targets, of the DfE Giving Every Child the Best Start in Life' July 2025 and Plan for Change Dec 2024, national initiatives by April 2026.

To ensure that the Rutland Children and Young People's Partnership- acting as the Governance Group, and the Families First Programme Board, and the Directorate Leadership Team, are fully supported by providing expertise, resilience and capacity and ensuring that risks and issues are identified and addressed.

Main Responsibilities:

1. To oversee the execution of the BSIL Development Grant and Phase from October 2025 to March 2026, the key purpose of this development grant is to provide extra capacity for local authorities to prepare for the delivery of parenting and home learning programmes for families from April 2026.
2. To work with internal teams and key statutory partners to identify one BSIL Family Hub site by January 2026, working with a parent panel to create a rationale for a site in an area of greatest need and which will deliver a range of evidence-based family support interventions and support parents and early years providers to create impactful home learning environments which will support children's early learning and development.
3. To work with the strategic lead for the BSILFH programme, to create a Rutland BSIL FH Plan, by April 2026, which will build on existing strategic plans, which will address the Rutland specific challenges identified in RCC's BSIL Self-Assessment/Survey, namely health integration and co-location, creating meaningful outcome measures, and need for sustainable funding post 2028, as well as factoring in the impact of emerging LGR arrangements.



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- 4.** To work with the Directorate team, early years providers and education providers across Rutland and in neighbouring LAs, to interrogate existing data sets and build an intervention plan and performance framework that will support RCC to achieve the government's ambitious statutory target for Rutland County Council, namely the proportion of children in Rutland achieving a Good Level of Development at the end of the 2027/28 academic year. From this to create options appraisal to commission targeted interventions in areas with lower GLD outcomes.
- 5.** To work with the project group to produce a detailed development plan and risk management documentation and ensure comprehensive and robust presentation of information to enable effective articulation of specific pieces of work and robust decision making at the appropriate level.
- 6.** Through the development phase, to take the lead on the BSIL Development plan, and programme successfully, including provision of guidance and support, research, service integration and other cross cutting areas of work that are relevant and significant to service transformation and to identify, understand and overcome problems at any stage/critical milestone of the programme and minimise any timescale or budget disruption.
- 7.** To create and lead an internal project team for the duration of the development phase, and liaise with community representatives and external partners, including the NHS, education and voluntary and charitable sector (VCS) and community representatives, to ensure and enable a 'joined up' and 'One Council' approach to the delivery of relevant projects within the Directorate portfolio and which align with wider strategic plans such as the NHS 10 Year Plan.
- 8.** To undertake an appropriate intermediary/relationship leadership role between family support and early education providers and with significant stakeholders, ensuring successful delivery of cross-cutting projects to ensure effective partnership engagement and joint working to deliver shared outcomes.
- 9.** To interpret the requirements of customers, stakeholders, and the client to ensure that the Council achieves its key corporate objectives. To engage key stakeholders from the community, including children, young people and parents, and to map the current provision and identify gaps in service capacity or facilities that will inform the creation of the future BSILFH programmes and provision from April 2026 onwards.
- 10.** To implement project plans and report on progress, raising issues as appropriate and to provide detailed reports and data analysis to report on progress of project achievement against plan and delivery outcomes including demonstration of value for money.
- 11.** To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.



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12. To comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.
13. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
14. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
15. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions

Budget responsibility will include accountability for delivery to timescale and within the specified budget for the BSIL Development Grant (c75K).

No direct line management but will have indirect responsibility from time to time for resources assigned to projects.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Relevant programme and/ or project management qualification.	D
Educated to a minimum of degree level or equivalent professional qualification and relevant experience in the field of Early Help, Education.	D/I
Strategic leadership and management qualification in a relevant field.	D/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant experience of leading managing and delivering strategic initiatives and projects to timescale and within budget, within the public sector.	A/I
Experience of creating and delivering written and oral presentations for senior managers/boards	A/I
Ability to design of a full range of project management documentation including business cases, PID and project plans.	A/I
Experience and evidence of leading and managing large transformational change programmes within budget and within timescale.	A/I
Experience of leading both internal and external multi-disciplinary teams and working across disciplines in a range of context	A/I
Experience of initiating and working in partnership with a range of stakeholders including service users of education, family support and SEN and disabilities services	A/I
Ability to offer constructive challenge to policy and practice both within the organisation and across partners/stakeholders.	A/I
Personal and professional credibility and a high level of probity and integrity and politically astute.	A/I



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Desirable	Method of Assessment *
Experience of managing or advising on strategic Early Help, and Inclusion or education services	A/I
Working with and presenting to Elected Members and Government department representatives	A/I

SKILLS

Essential	Method of Assessment *
Excellent knowledge of leading new innovation in leadership and practice at a local regional or national level.	A/I
A demonstrable ability to analyse complex data and information to determine and plan actions.	A/I/T
Effective at working in cross cutting teams and managing a cross-cutting team to deliver.	A/I
Excellent interpersonal and communication skills	A/I/T
Able to use own initiative and meet deadlines.	A/I
Excellent negotiation and networking skills	A/I
Ability to engage with partners to deliver projects.	A/I
Ability to pro-actively promote projects for a range of audiences	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



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OTHER

Essential	Method of Assessment *
Well organised and self-directing	A/I
Ability to manage and meet competing deadlines.	A/I
Driven and focussed on successful delivery and positive outcomes for service users.	A/I
Articulate and emotionally intelligent.	A/I
Commitment to quality and achieving value for money.	A/I
Team player	A/I/T
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

To be confirmed.

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES	PREPARED BY (Name & Position Title)
4 th September 2025	New	B Caffrey – HOS LWR