



3ST

NORTH WEST LONDON

Engagement and Project Delivery Lead

Job Title: 3ST Engagement and Project Delivery Lead

Department: 3ST Infrastructure Support

Reporting to: Josh Thorpe, 3ST Business and Contracts Manager

How to apply:-

Please apply with your CV and covering letter. Candidates are advised to structure their supporting statement in line with the points in the person specification, and to provide clear examples of their experience that demonstrate their skills and knowledge. Please email your CV and covering letter to:

engagement@3stnwl.org.uk

An application form will be emailed to you for completion and return.

Job Title: Engagement and Project Delivery Lead

Hours: Full Time/Part time/Secondment will be considered.

Contract: Until 31st March 2026 with the possibility of extension

Salary: £32,000 to £34,000 full time or pro rata depending on experience

Responsible to: Josh Thorpe, 3ST Business and Contracts Manager

Location: This role will be based at the 3ST Head office, Key House, 106 High Street Yiewsley, UB7 7BQ or other local 3ST offices as and when required. Reasonable and some flexible home working options will also be considered and to be agreed with manager. There will also be some travel across NWL required for this position.

Purpose of Role

To lead engagement and project delivery across the VCSE Alliance, with responsibility for managing communications, the VCSE portal, and delivering strategic projects. This includes supporting key initiatives such as the *In Reach model* and the *African Caribbean Think Tank (ACTT)*, ensuring community voices are embedded in system transformation.

Key relationships: 3ST Partner organisations including 3ST Members; System Partners; NWL residents and wider VCSE.

- **Communications & Portal Management:**

- Oversee the VCSE Alliance portal, ensuring it remains a dynamic and accessible platform for partners.
- Lead on internal and external communications, promoting Alliance activities, opportunities, and impact including the quarterly newsletter
- Develop and maintain tools and channels that support transparent and inclusive engagement.

- **Project Leadership:**

- Lead on the delivery of specific projects aligned with Alliance priorities, including but not limited to:
 - Supporting the development and implementation of the **In Reach model** to strengthen community-based discharge and wraparound support.
 - Facilitating the work of the **African Caribbean Think Tank (ACTT)**, ensuring cultural intelligence and lived experience shape service design.
- Coordinate multi-agency working groups and ensure projects are delivered on time, within scope, and with measurable impact.

- **Stakeholder Engagement:**

- Build and maintain strong relationships with VCSE organisations across NWL, statutory partners, and community leaders.
- Ensure co-production and inclusive engagement are central to all project delivery.

- **Monitoring & Reporting:**

- Use the VCSE Alliance Impact Framework to track progress and outcomes.
- Provide regular updates to the Alliance leadership and ICB on project milestones, risks, and achievements.

General Duties

1. To be pro-active in maintaining personal and professional learning and development and identify own training needs as they arise.
2. To attend meetings, away days, and other similar events
3. To participate fully in regular one-to-one supervision sessions and in regular performance appraisal sessions.
4. Work as part of the team to seek feedback, continually improve the service and contribute to business planning. Undertake any tasks consistent with the level of

the post and the scope of the role, ensuring that work is delivered in a timely and effective manner.

5. Ensure compliance with all relevant policies and procedures in relation to health and safety, equal opportunities, safeguarding, lone working, customer service, data protection and confidentiality.
6. Work within 3ST policies and procedures including Equality and Diversity, Health & Safety, Confidentiality, Data Security, Lone Working and Safeguarding.
7. Participate in 3ST and partner project events including occasional weekend and evening activity and proactively support service delivery across the organisation

PERSON SPECIFICATIONS

Education/qualifications		
	Essential criteria	Desirable criteria
1	Qualifications at degree level through formal qualification or equivalent experience including project management	
Experience		
	Essential criteria	Desirable criteria
2	Proven experience in project management, preferably within the VCSE sector.	Experience of working within health systems and/or commissioning.
3	Demonstrated ability to manage multiple projects simultaneously, prioritising tasks and meeting deadlines.	
4	Experience in developing and implementing communication strategies.	

5	Experience of working with statutory and health sector stakeholders	
6	Experience of establishing and reporting to management team/board/steering committee.	Understanding of issues facing the statutory providers at local level and how the Third Sector can support.

KNOWLEDGE AND UNDERSTANDING		
	Essential criteria	Desirable criteria
7	Knowledge of North West London VCSE sector; including the challenges facing the sector.	Understanding of the opportunities within Health for the VCSE.
8	Understanding of partnership working – building effective relationships with different groups (internal and external) and partner agencies/ organisations.	
9	Ability to build good working relationships with a range of stakeholders	Knowledge of the voluntary sector across NWL
10	An 'ideas' person that can find creative solutions to problems, or barriers to engagement	Persuasive and able to use knowledge to influence others
SKILLS AND ABILITIES		
	Essential Criteria	Desirable Criteria
11	Strong interpersonal and communication skills, with the ability to engage and inspire a diverse range of stakeholders.	
12	A strong team player but able to work alone and self-motivate as required	Working as part of a 'dispersed' or 'virtual' team

13	An ability to adopt an analytical and methodical approach to problem solving	
14	Proven Project Management and analytical skills including experience in monitoring and evaluation.	
15	Excellent IT skills, including all Microsoft office programmes	
16	Excellent written and verbal communication skills	
PERSONAL ATTRIBUTES		
	Essential Criteria	Desirable Criteria
17	Ability to use own initiative within sphere of responsibility	Self-motivated and resilient. Actively develops themselves
18	Demonstrated ability at exercising tact and diplomacy	

CLOSING DATE FOR APPLICATIONS: Monday 10th November.

Interviews in person will be held w/c 18th and 19th November at Key House, 106 High Street Yiewsley Middlesex UB7 7BQ

If you have not been contacted by Monday 10th November this will mean your application on this occasion has been unsuccessful and we thank your applying.

If you have any questions about this role, please contact Tazmin.kells@3stnwl.org.uk