

Post Specification

Date	June 2025
PG Number	8622
Post Title	Partnership and Integration Manager
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	14

To be read in conjunction with the job family role profile

Service Area description

Connect to Work is a new DWP funded programme delivered by local authorities across the country to tackle economic inactivity. In Cumbria, Cumberland Council is the Accountable Body for delivery with the programme and role being hosted within Enterprising Cumbria.

The programme and role is countywide across the whole of Cumbria. Connect to Work is a five-year programme.

Purpose of this post

Reporting to the Head of Connect to Work, the Partnership and Integration Manager will be responsible for establishing, managing and coordinating a network of partners, providers and employers to enable the effective implementation of the Connect to Work (CtW) programme. This role will sit within Enterprising Cumbria.

The postholder will oversee the development and operation of referral pathways, lead employer engagement strategies, and ensure the programme integrates with existing local initiatives and services. This role is critical in aligning operational delivery with the broader ambitions of the programme and national employment policy as outlined in the Get Britain Working White Paper.

Key job specific accountabilities

1. Establish and maintain strategic and operational relationships within Enterprising Cumbria, external stakeholders, including local authorities, VCSE organisations, education and training providers, health partners, and employers.
2. Develop and lead a structured approach to partner collaboration that drives delivery, innovation, and shared outcomes and align this with wider Enterprising Cumbria programmes.
3. Promote a culture of partnership working, co-design, and transparency to maximise the impact of the programme.
4. Design, facilitate and oversee an effective and accessible referral pathway across the programme, working with key referring agencies such as Jobcentre Plus, health services, community providers and local authorities.
5. Ensure the pathway supports appropriate referrals, maintains fidelity to supported employment principles, and is responsive to participant needs.
6. Lead the design and delivery of an employer engagement strategy aligned with Enterprising Cumbria, the Cumbria Economic Strategy, local economic needs and labour market demand.
7. Coordinate engagement with employers to secure suitable employment opportunities, including job carving and supported placements.
8. Build employer relationships that are inclusive and responsive to the needs of economically inactive residents.
9. Ensure the Connect to Work programme aligns with wider local strategies including Cumbria Economic Strategy, health and wellbeing, other economic development, and inclusion agendas.
10. Work closely with internal council teams and partner organisations to avoid duplication, enhance impact, and complement existing initiatives.

11. Lead on the operational and technical integration of Connect to Work with other relevant services and programmes across Cumbria (e.g., Adult Social Care, Health, Skills and Careers Services).
12. Support data sharing, joint delivery models, and systems that promote wraparound support for programme participants.
13. Facilitate stakeholder engagement through regular meetings, workshops and partnership forums including the Cumbria Economic Growth Board and Work and Health Programme Board.
14. Lead negotiations and problem-solving discussions with key stakeholders to ensure continued engagement, alignment of interests, and resolution of delivery challenges.
15. Promote co-production and shared ownership of programme delivery and outcomes.
16. Support programme governance structures and ensure timely and accurate reporting of partnership activity, outcomes, and risks.
17. Contribute to the overall design, implementation and evaluation of the programme.
18. Support procurement, contract management, and performance oversight of delivery partners as required.
19. Other responsibilities commensurate with the role level may be expected during the duration of the post

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> Support the management and monitoring of programme funds, ensuring efficient resource use and alignment with DWP expectations. Monitor programme funding received from DWP to be utilised effectively and efficiently Monitor the spend and forecast future spend for the delivery of the programme
Staff Management Responsibilities	<ul style="list-style-type: none"> Line manage staff within the programme team and oversee the work of delivery partners and contractors. General management experience will be beneficial in order to support the development of the team and developing ways of working.
Other	<ul style="list-style-type: none"> Frequent and high-level engagement with partners across the public, private and voluntary sectors.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualification

- Professional and/or academic level qualification or equivalent or substantial vocational experience in programme and project management or a commitment to work towards this
- Demonstrate commitment to continuing professional development

Experience

- Proven experience in developing and managing multi-agency partnerships.
- Experience of leading programme integration across complex organisational landscapes.
- Demonstrable experience in employer engagement and developing structured employer relations strategies.
- Experience facilitating referral systems or pathways in health, employment or public service contexts.
- Experience managing or contributing to large-scale, externally funded programmes.
- Understanding of employment, skills, or health inclusion policy areas.

Knowledge, Skills and Ability

- Strong interpersonal and relationship-building skills, with the ability to influence and collaborate with senior stakeholders.
- Deep understanding of integration and partnership models, especially across public services.
- Knowledge of supported employment principles, economic inactivity challenges, and the local labour market.
- Strong coordination, negotiation and problem-solving skills.
- Ability to manage complex workloads and competing priorities in a delivery-focused environment.
- Excellent communication skills, including facilitation, presentation and report writing.

Other

- Commitment to equality, diversity and inclusion.
- Commitment to health and safety standards.

<ul style="list-style-type: none"> • Alignment with Cumberland Council's values and behaviours. • Willingness and ability to travel across Cumbria and occasionally beyond. • Agile/hybrid working arrangements apply. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • Moderate – required ability to work in a high pressure delivery focussed environment
Physical Demands	<ul style="list-style-type: none"> • Limited
Working Conditions	<ul style="list-style-type: none"> • Office environment
Other Factors	
<ul style="list-style-type: none"> • Able to travel around Cumbria and occasionally beyond. Agile working applies 	