

## Portfolio Manager

**Reports to:** Director of Programmes, Impact on Urban Health

**Team:** Impact on Urban Health Programme Team

**Line Management Responsibility:** None

**Salary:** £54,000-60,000 p.a

## Job Description

### Summary:

At Impact on Urban Health, we are building a portfolio of programmes that demonstrate the power of long-term approaches to complex health issues in urban environments. We focus our efforts on the London boroughs of Lambeth and Southwark, working in partnership with residents, local and national government, and community and private sector partners to improve the health of local residents. By doing this, we aim to influence others in the UK and internationally to create better health. The programmes focus on children's health and food, financial foundations for adult health, the health effects of air pollution and children's mental health, and are all at different stages of development.

Each Portfolio Manager builds part of a programme strategy, co-develops projects with partners, and makes recommendations for funding these projects. This is a supported process, with lots of input and ideas shared across the team as you shape your projects. We build partnerships with a wide range of partners, from local communities, businesses, charities, the public sector and any other person or organisation that we think can have an impact on health equity.

We are looking for three permanent Portfolio Managers to join our team and two Portfolio Managers to join our team on a fixed term basis, one for 9 months maternity cover and one for 6 months sabbatical cover.

### Key responsibilities:

- Leading on strategy development for part of one or more of our urban health programmes.
- Building a deep understanding of one or more of our programmes and identifying organisations to collaborate with.
- Leading the funding partnership life cycle from idea through development, decision, contracting, management to exit. This includes:
  - Approaching relevant organisations and their teams, engaging them and co-developing projects and partnerships.

- Guiding and advising existing project partners as they deliver to achieve our mutual goals.
- Working with our evaluation team and external evaluation experts to develop and deliver evaluation plans for projects and partnerships.
- Bringing projects and partnerships through our internal decision-making process.
- Assisting organisational development of partners, through commissioning grants plus support.
- Driving an inclusive/non-extractive due diligence process.
- Planning and delivering ways to scale solutions and grow impact through influencing, in collaboration with partners and internal teams across the organisation, such as policy and influencing, communications, and evidence and impact. This includes:
  - Building diverse, cross-sector partnerships.
  - Convening and supporting partners to work together to influence policy and decision-makers.
  - Delivering thought leadership for your area of focus to influence relevant stakeholders, e.g. blog writing, attending and speaking at events

## Person Specification

### Skills, abilities, and attributes:

- Comfortable working independently in uncertainty on issues that are complex in nature and don't have silver bullet solutions.
- A creative strategic thinker who can look at a complex problem and come up with solutions.
- Strong relationship building skills and ability to engage a wide set of partners in the delivery of our work, across sectors and at a local, national and international level.
- Inclusive and high-quality communication skills.
- Comfortable with a wide range of audiences - from government and policy makers to businesses and industry, from statutory bodies to voluntary and community sector organisations and social enterprises.
- A growth mindset where you look at problems and issues as opportunities to learn and are constantly seeking to help others to grow and overcome their challenges.
- Ability to seek clarity and actively ensure roles and responsibilities are clear
- Comfortable handling uncertainty and navigating complexity

### Knowledge, experience, and qualifications:

- An understanding of the foundation blocks for what makes organisations effective in the work they lead.
- A demonstrable commitment to equity and good health for all.
- Experience in or knowledge of one or more of the following areas will be an advantage (list not exhaustive):
  - Living or growing up in diverse urban areas;
  - Business and corporations;

- Ventures and entrepreneurship (including social enterprise);
- Philanthropy and funding;
- Voluntary and community organisations;
- Statutory bodies such as local authorities; or
- The healthcare system;

The responsibilities of this role are not exhaustive and you would be reasonably expected to undertake other responsibilities that are commensurate with the level of your role.