



Job Description

Job title:	Social Prescribing Digital Learning Manager
Responsible to:	Head of Health and Social Care
Group(s):	Health and Care, Systems, Voice, Support
Activities:	Social Prescribing, Developing Skills and Knowledge, Communications,
Key Responsibilities:	Manage a partnership with Learning@Wales and collaborate with Welsh Government, TSSW partners and the social prescribing community to develop learning resources for the Social Prescribing Competency Framework interactive learning tool that will be hosted on TSSW Knowledge Hub.
Salary:	WCVA Grade D: £39,337 rising to £44,274 per annum. The starting salary will be £39,337 with progress through the salary range linked to successful completion of probation period and our performance review process. This is a fixed term role for 2 years. Secondment requests will be considered.
Base:	WCVA operates a hybrid and flexible working policy which means you can work a proportion of your time at our offices or remotely (including at home). We are a pan Wales organisation with office hubs that staff can utilise. There will be a requirement to attend some specific staff events and work engagements at our offices.
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days.

Hours: 35 hours per week; flexibly.

Superannuation: WCVA provides a contribution of 9% of your annual salary to its approved pension scheme.

Welsh Language category: Desirable.

AIM OF THE POST

WCVA, in partnership with Learning@Wales, is seeking a dynamic and experienced Project Manager to lead the delivery of a national, interactive digital resource aligned with the **National Framework for Social Prescribing**. This role will coordinate the digitisation, development, and implementation of the **Social Prescribing Competency Framework**, ensuring it becomes a sustainable, accessible, and impactful learning and development tool for practitioners across Wales.

Key Relationships

- Welsh Government
- Learning@ Wales
- Advisory Board Members
- TSSW Digital Engagement Manager and TSSW Digital Content Officer
- TSSW Knowledge Hub Programme Board
- Social Prescribing Practitioners across Wales
- Wales School of Social Prescribing Research
- Public Health Wales

MAIN DUTIES

Project Coordination & Delivery

- Manages the delivery of the project plan and ensure milestones are met across the 2-year timeline.
- Manage the partnership agreement between WCVA and Learning@ Wales.
- Oversee the digitisation of the Competency Framework by Learning@ Wales and integration into the Knowledge Hub.
- Coordinate stakeholder engagement and co-production activities.

Stakeholder Engagement

- Conduct stakeholder mapping and establish an advisory board.
- Facilitate collaboration between WCVA, Learning@ Wales, Welsh Government, and voluntary sector partners.
- Design and coordinate engagement with the social prescribing community to identify learning needs and resource gaps, using this information to inform the development of courses.

Content Development Oversight

- Identify existing learning resources and gaps aligned with the framework.
- Work with Learning@ Wales and other partners to develop new content (e.g., case studies, podcasts, scenario-based learning).
- Ensure all content meets accessibility and Welsh language standards.

Governance. Monitoring & Evaluation

- Develop and implement a monitoring and evaluation plan. Maintaining documentation and reporting in line with Welsh Government requirements.
- Report progress to the Advisory Board, Welsh Government and TSSW governance structures and other stakeholders as required.
- Use analytics and feedback tools to assess impact and inform continuous improvement.
- Ensure project activities align with WCVA's data protection, IT security, and business continuity standards.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

PERSON SPECIFICATION

The following are *essential skills* (candidates who cannot demonstrate these will not be short listed)

Essential

1. A commitment to WCVA's purpose.
2. A commitment to foster a culture of equity, diversity, inclusion, and anti-racism where everyone feels they belong. This requires actively challenging discriminatory practices, creating an environment where each individual has equal opportunities to thrive, and valuing diverse perspectives.
3. Experience in project management, ideally within social prescribing, health, social care, or voluntary sector settings.
4. Excellent relationship management skills with proven experience of co-productive stakeholder engagement and partnership working skills.
5. Experience of instructional design, service design or co-production approaches to learning and development.
6. Experience collaborating with subject matter experts (SMEs) to translate their ideas or content into engaging, dynamic, and audience-appropriate materials, across any industry and content type.
7. Experience in working with digital learning platforms, learning resources or e-learning content.
8. Excellent written and verbal communication skills, able to write and edit content for a variety of audiences.
9. Excellent facilitation and co-ordination skills, with the ability to work with multiple stakeholders, understanding their different priorities or ideas and finding consensus for good outcomes.
10. Understanding of monitoring and evaluation frameworks.

The following are *desirable skills* (these skills are preferable, and would enhance the application)

Desirable

1. Experience of providing or managing social prescribing services.
2. Familiarity with content management systems such as Wordpress, which are used on platforms such as TSSW Knowledge Hub or Learning@ Wales and software such as Articulate/Rise.
3. The ability to communicate in Welsh; the appointed candidate is expected to display an awareness of and support for the Welsh language.
4. Experience of using agile project management methods or similar project management methodologies.
5. Experience or knowledge of developing multimedia resources such as podcasts, animations.