**Job Description**

**JOB TITLE:** Project Lead

**REPORTS TO:**

**Location:**

**updated:**

**Job Summary**

Foundry is removing barriers and increasing access to health and wellness services for young people ages 12–24 and their caregivers through a network of youth-friendly centres across British Columbia and online. By offering integrated mental health care, substance use services, physical and sexual health care, youth and family peer support and social services, Foundry makes it easier for young people to find support in their communities. Online resources and first-of-its-kind virtual care further broaden Foundry's reach.

[Add Lead Agency mission]

The Project Lead is responsible for leading and coordinating the establishment of a new Foundry centre. This involves creating and implementing a project plan, which includes a medium-sized capital project, a clinical service model, thorough engagement with youth, families and community members, fundraising, brand implementation, communications and evaluation. The Project Lead works with consultants, such as architects, contractors and designers, and with stakeholders, including senior health system staff. They develop strong, collaborative relationships with Foundry Central Office staff, local partners, youth, families and other members of the Foundry provincial network. They inspire others to achieve goals and deliverables through facilitation, effective communication and addressing potential barriers to success. The Project Lead communicates with all levels of staff and management to facilitate consensus, consult, negotiate and share information.

[Note: This position leads the overall development of a Foundry centre, from selection (or hire) through to the centre opening. Some Lead Agencies have existing staff who can lead this work for the period required but most need to hire. The role and its funding end after the centre is open; however, a Project Lead with a strong clinical operations background and project management competencies could transition into an operations or clinical leadership role after the Foundry centre is open.]

**Key Duties and Responsibilities**

* Collaborating closely with Foundry Central Office, leads the creation and implementation of a complex, multi-stakeholder project plan, including governance structures, a capital project, a clinical service model, youth and family enagement, fundraising, brand implementation, communications and evaluation;
* Leads the convening of local partners, including health and social services system partners, Indigenous (First Nations, Métis and Urban Indigenous) partners and youth and family advisors, forming governance groups to advise on and participate in the creation and operations of the Foundry centre;
* Supervises and liaises with consultants, contractors and project coordination staff to ensure the project plan is proceeding toward a timely opening of the centre, full integration of services and fidelity to the Foundry brand experience;
* Acts as the Lead Agency’s primary point of contact for Foundry Central Office during the establishment of the Foundry centre;
* Creates agendas for and attends regular project meetings, participates in knowledge exchange calls and travels to occasional provincial gatherings, training opportunities or events and ensures relevant Lead Agency staff are involved in these activities;
* Ensures meaningful youth and family engagement is integrated throughout the project, from the outset of planning through to the opening of the Foundry centre;
* Using resources provided by Foundry Central Office, creates detailed project charter and project plans outlining goals, objectives, timelines and project deliverables.
* Tracks project progress according to project plan, monitors and reports on the status of projects and major issues, makes recommendations on projects scope changes, seeks consensus and proceeds as appropriate;
* Implements effective processes to assess project risks, identify risk mitigation strategies and monitor risk throughout the life cycle of the project;
* Develops a budget plan that meets the goals and objectives of the project, monitors expenditures, identifies financial issues, seeks to adhere to budget or take corrective action;
* Recommends and/or negotiates contracts for provision of goods and services as required;
* Communicates with stakeholders, project sponsors and Foundry Central Office on the scope and status of the project, benefits to stakeholders and others, obligations, responsibilities and changes in processes and ensures questions and concerns are addressed; and
* Performs other related duties as assigned.

Qualifications

* A bachelor’s degree in relevant discipline (Master’s degree preferred);
* 7–10 years of recent, related experience in a health care setting that includes managing large-scale, multi-stakeholder projects, leading service operations and facilitating and managing consultation processes with a wide range of stakeholder groups;
* Experience working in health, social services or integrated youth services, either in an operational management or clinical leadership role; and
* Experience working with youth or family members with lived or living experience with mental health and/or substance use concerns.

Skills and Abilities

* Knowledge of project management and change management principles and methodologies and ability to coach and coordinate staff;
* Effective communication skills to function within a complex interdisciplinary, cross-sectoral environment involving government, health, non-profit and client stakeholders;
* Ability to exercise tact and diplomacy, present as a leader and act with humility when working with partners and stakeholders from across systems and with various backgrounds and perspectives;
* Ability to respectfully empower youth and families, including individuals with lived and living experience with mental health and/or substance use concerns, to ensure their voices and perspectives remain central to the project;
* Ability to use initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and complete projects;
* Effective facilitation, persuasion and negotiation skills to achieve consensus, resolve conflict and achieve desired outcomes;
* Ability to work effectively under time pressure to meet deadlines, balance work priorities and resolve problems in a timely, respectful and creative manner; and
* Functional knowledge of word processing, spreadsheet, presentation, project management and database applications.