

Job description for the role of
PROGRAMME DELIVERY MANAGER

- Location:** This role may be based in our London, Sheffield or Bristol offices or from home, but it will involve some travel to all our offices on occasion (when not restricted).
- Hours:** 35 hours per week. We have flexible working practices and would consider 28 hours per week for this role.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £48,484 (£51,984 where the role holder is resident in Greater London).

Power to Change is an independent charitable trust that supports community businesses in England, endowed by the National Lottery Community Fund (previously the Big Lottery Fund). Our vision is 'powerful communities, better places'. We want to back people to build successful community businesses for the benefit of their local places.

The main responsibility for this role is to oversee our Leadership programme, 'Leading the Way', which supports and empowers community enterprise leaders in the North East of England who have not had the opportunity to access mainstream leadership training. 'Leading the Way' is a 16-month programme that balances tailored one-to-one development with group learning. It aims to support community leaders to build their confidence, resilience, skills and networks to progress their leadership and their organisations to the next stage. You will also work closely with Virgin Money Foundation to deepen the impact, increase the sustainability, and broaden the engagement in the community business sector.

This role sits in our Strategy and Programmes Team, and you will have the opportunity to work across some of our other exciting programmes. You will also line manager the Programme Delivery Officer and provide support and development.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

Deadline for applications: 10am on 30th November 2021

Email a CV and covering letter to Sheena Pentin at Careers 4 Change on sheena.pentin@careers4change.com





Overview

About the role

The Programme Delivery Manager is responsible for the continuing development and implementation of the leadership programme (Leading the Way), including involvement in the programme delivery and the expansion of the programme in future years. They will also work on other programmes and, with the Strategy and Programmes Officer and other managers, ensure all our programmes meet the standards and approach we are looking for as a responsive funder.

Key responsibilities

- Oversee the delivery of the Leadership programme, 'Leading the Way', including the day-to-day relationship with our partner (Virgin Money Foundation) to deepen the impact, increase the sustainability, and broaden the engagement in the community business sector.
- Work with other managers on the development and delivery of programmes to ensure their fit with our grant making framework and developing aims as a responsive funder.
- Line manage, support, and develop a Programme Delivery Officer.

Skills and experience required

- Experience of successfully managing complex, multi-stakeholder projects with high level of autonomy.
- Experience of designing and delivering innovative and sector leading programmes.
- Ability to manage ambiguity, analyse strategic opportunities and apply judgement to present well substantiated recommendations in writing and in person.
- Ability to collaborate with others to produce well structured, robust analysis and solutions.
- Budget holding experience including reporting internally and to key stakeholders.
- Strong interpersonal skills with the ability to negotiate and influence successfully.

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview please email nicola.fuschillo@powertochange.org.uk, you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Diversity, Equity and Inclusion Manager, Edward on edward.walden@powertochange.org.uk

Who we are and what we do

We unlock the power within communities to create better places through business.

Power to Change backs people to grow community businesses that directly benefit their local area. In just six years, we've helped double the number of community businesses in England to over 11,000 through innovative funding, support programmes and research.

No one understands a community better than the people that live there. Run by local people, trading for the benefit of local people, community businesses provide the services that neighbourhoods need to make them thrive.

Our vision and mission

Our overall vision is '**powerful communities, better places,**' which we will deliver by pursuing our mission to 'strengthen the community business sector'. Our [2021-25 strategy](#) sets out how we will go about pursuing this vision and mission.

Our Objectives

To harness opportunities Growing and diversifying the community business movement is critical to its survival. We want to create the conditions and work with community businesses themselves to ensure a more diverse base of people can be involved in community business in different ways, from being board members and employees to volunteers, shareholders and customers. In particular, we want to ensure that we lower barriers for disadvantaged communities to develop community business ideas so that together we can build a more equitable move.

To increase engagement The world is changing, and community business can be at the heart of local solutions. We need to continue to build the case for the positive economic, social and environmental impacts of community business, and act as a catalyst to unlock the resources of government, the wider public sector, other funders and the private sector to grow the community business movement and deepen its impact. We will build the exemplars and evidence that can give others confidence to invest in community business.

To build capacity Community business leaders need the skills, knowledge and capabilities to thrive for the long term and build up their power. We will build their capacity to do so now and in the future. We also want to identify new market opportunities and routes to market such as digital that can support income generation and diversification for community businesses, building resilience over time.

Our values

Bold: We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

Informed: We learn from research and from our delivery. We are responsive and adapt to what we have learned.

Open: We are transparent about our decision-making. We share knowledge and learning including what has not worked.

Collaborative: We work across sectors and respect others' knowledge and experience. We encourage others who share our vision to bring about change.



JOB DESCRIPTION	
Role Title	Programme Delivery Manager
Reports to	Director of Strategy and Programmes
Responsible for	Programme Delivery Officer
Role Purpose	The Programme Delivery Manager is responsible for the continuing development and implementation of the Leadership Programme (Leading the Way), including involvement in the programme delivery and the expansion of the programme in future years. They will also work on other programmes and, with the Strategy and Programmes Officer and other managers, ensure all our programmes meet the standards and approach we are looking for as a responsive funder.
Role responsibilities	<ul style="list-style-type: none">• Oversee the delivery of the Leadership programme, 'Leading the Way', including the day-to-day relationship with our partner (Virgin Money Foundation) to deepen the impact, increase the sustainability, and broaden the engagement in the community business sector.• Work with the Community Leader Advisors and the 'Leading the Way' delivery organisation to ensure the quality of the programme.• Contribute to the 'Leading the Way' programme sessions to share learning and vision from Power to Change, especially around the role of community business.• Work with other managers to support the development of activities and programmes to ensure our grant making framework and policies are complied with.• Work with the Strategy and Programmes Officer and the Director of Strategy and Programmes to look at our grant making approach with the aim of making it more responsive to the needs of Community Business and others looking to access our funding and support.• Line manage, support, and develop a Programme Delivery Officer.• Lead on commissioning and managing contracted partners as required.• Ensure relevant data is maintained on Salesforce (working with the Data team).• Manage the budget for all activities in your remit including planning, monitoring, reporting, and authorizing spend within agreed parameters, with the support of the Finance team.
Collaborative responsibilities	<ul style="list-style-type: none">• Work with the Finance & Operations team to improve and embed operational processes in our activities.• Work with the Impact & Learning team to ensure our activities are informed by, and build on, our evidence and knowledge, have clear outcomes and dedicated time and resource for learning and reflection.• Work with the Communications Team to market programmes effectively to target audiences and ensure consistency of brand and messaging through delivery partners.• Work with the Policy team to ensure that our activities meet the needs of the sector and, where appropriate, act as catalysts or market leaders for other funders.
Organisation responsibilities	<ul style="list-style-type: none">• Embed and continue to review diversity, equity, and inclusion into our work.• Build external relationships with private, public and third sector organisations and individuals from relevant sectors.• Where appropriate represent Power to Change, attending events, monitoring developments and providing visibility through social media content, blogposts and analysis.• Oversee high quality reporting and effective communications on your activities across Power to Change.• Be an active and engaged colleague, taking part in support and learning activities. <p>Provide <i>ad hoc</i> assistance to other team members as required.</p>



PERSON SPECIFICATION

Skills and Experience

- Experience of successfully managing complex, multi-stakeholder projects with high level of autonomy.
- Experience of designing and delivering innovative and sector leading programmes.
- Ability to manage ambiguity, analyse strategic opportunities and apply judgement to present well substantiated recommendations in writing and in person.
- Ability to collaborate with others to produce well structured, robust analysis and solutions.
- Budget holding experience including reporting internally and to key stakeholders.
- Strong interpersonal skills with the ability to negotiate and influence successfully.
- Ability to work independently with minimal oversight in a dynamic, quick-changing environment.
- Ability to see strategic opportunities and connections with other activities.
- Good understanding of and experience of working in the social enterprise and/or community business sectors.
- Confident and competent in using IT systems, particularly databases, and Microsoft Office, especially Outlook, Excel, PowerPoint and Word.

This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



LIVING OUR VALUES	
BOLD	<ul style="list-style-type: none">• You will be flexible in your thinking and open to being challenged about change.• You will take calculated risks and have the courage to stand by decisions despite resistance.• You will actively seek connections between information and results to bring a wider view to the organisation.
COLLABORATIVE	<ul style="list-style-type: none">• You will actively look to collaborate with others on all areas of your work, and you will encourage others in the organisation to collaborate.• You will help people understand the value of their contribution to our vision and mission.• You will actively seek out feedback about how you build relationships and adapt your behaviour and language as necessary.
INFORMED	<ul style="list-style-type: none">• You will take part in relevant professional networks to pro-actively develop your skills and experience.• You will use your knowledge and insights to develop a comprehensive understanding of issues.
OPEN	<ul style="list-style-type: none">• You will confidently raise sensitive matters with others with specific examples of what's happened in a timely manner and the impact it has had.• You will motivate, inspire and encourage others despite your own concerns or disappointments.• You will proactively seek contributions from others to ensure our work reflects the needs of diverse communities.
Benefits	<ul style="list-style-type: none">✓ Pension with 5% company contribution and 4% employee contribution.✓ 25 days holiday plus 8 statutory holidays (pro-rata for part time roles).✓ Office closed between Christmas and New Year, and birthday leave.✓ Flexible hours and ways of working.✓ 50% off health and wellbeing activities up to £1,000 a year.✓ Generous maternity, adoption, paternity and shared parental leave and pay.✓ Health Shield which covers out of pocket NHS costs and an Employee Assistance Helpline.✓ 6 personal development days per annum (pro-rata for fixed term roles).