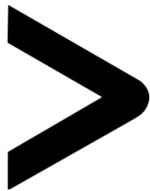


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

ROLE TITLE:	Land & Communities Programme Manager
REPORTS TO:	Director of Land & Communities
RESPONSIBLE FOR:	Management and development of Land & Communities Delivery Programme across the south of our operating area
PRIORITY CONTACTS:	Private, public and voluntary sector partners, local communities, Trust management team
LOCATION:	Middlesbrough and Newton Aycliffe offices with some homeworking
SALARY:	£32,601 - £37,449 per annum

JOB SUMMARY

Working as part of the Land and Communities Team, the Programme Manager will lead a local delivery team across Durham and the Tees Valley, with specific responsibility for developing and managing a broad programme of projects which benefit the local community in line with Groundwork's objectives.

As our Programme Manager you will work closely with the public, private and voluntary sectors to forge positive relationships and identify and secure opportunities for ongoing programme development. You will manage a diverse delivery programme which enables the Trust to achieve its strategic objectives. Operating in a diverse and dynamic environment the Programme Manager will play a key role supporting the Director of Land and Communities to deliver the business plan.

KEY RESPONSIBILITIES

Key Area: Programme Management

- Lead the delivery team in developing and implementing a programme of environmental regeneration projects which meet the business plan objectives
- Market and promote Groundwork to support ongoing achievement and programme development.
- Work with the Director of Land & Communities to report on Business Plan delivery to the Executive Management, Board and external partners.
- Work with the Director of Land and Communities to ensure effective management and coordination of the programme within Durham and Tees Valley, including management of resources, local budget management as well as claims and monitoring in line with policies and procedures.
- Lead multi-disciplinary project teams to facilitate large-scale projects, sharing knowledge, skills and experience.
- Ensure application and maintenance of quality management systems and standards throughout the programmes including project evaluation.

Key Area: Programme Development

- Work with the Director of Land and Communities to lead the development of the local programme.
- Work with the Business Development Team to identify and assist with development of wider strategic opportunities.
- Promote and contribute to strong collaborative working relationships across the Trust so supporting programme development.
- Network at a local level and, as appropriate, at a wider level among partners within the public, private and voluntary sectors.
- Identify key strategic partners who can contribute towards the development and delivery of the local programme.
- Liaise, develop and maintain constructive relationships with these key strategic partners.
- Actively contribute to the business planning process.

Key Area: Staff Management

- Proactively lead and develop your staff team into a group of high performers that meet and exceed their objectives.
- Provide support and direction to staff to ensure they understand their roles to facilitate achievement of business objectives
- Recruitment and engagement of staff
- Management of health and safety policy and procedures to ensure staff understanding and application

Additional Requirements:

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisation's safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.