

Groundwork in Cheshire, Lancashire and Merseyside.

Programme Manager

Salary: £30,060-£33,191 per annum.

Hours: Full time - 36.25 hours per week

12 month fixed term contract with potential to become permanent.

Work locations: Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens and Lancashire.



Conserving, celebrating and promoting our heritage and green space assets.

Do you share our passion for supporting communities, improving health and wellbeing and protecting the planet?

If so, we have an exciting opportunity as a Programme Manager within our fantastic Communities team.

Groundwork delivers a diverse portfolio of programmes and supports communities to become more active and resilient. We develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes and puts local people at the heart of these transformations. This approach simultaneously serves to improve individual's health and wellbeing, whilst tackling climate change.

This role will lead on the delivery of a broad reaching heritage and environment programme delivered across the Sankey Valley in St Helens. We are looking for someone with experience of leading multi-agency partnerships and developing programmes of work with multi-disciplinary teams. Your role will be to manage the delivery of the programme, ensuring the project maximises its impact and is delivered on time and within budget.

We have a proven track record when it comes to leading large scale heritage development projects. Examples of successfully securing funding to deliver programmes include Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley.

If you're committed to making a difference and feel you have the skills, knowledge and experience we are looking for, we look forward to receiving your application.

How To Apply

To request an application pack, please email: recruitment.clm@groundwork.org.uk or telephone 01942 821 444. Alternatively, please visit the Careers section of our [website](#).

Closing Date: Monday 28th June 2021. Interviews: w/c 5th July 2021.

Job Description & Person Specification

Job Title:	Programme Manager
Service:	Communities
Hours of work:	Full time - 36.25 hours per week
Pattern of work:	9.00 am to 5.00 pm, (includes 45 mins for unpaid lunch break) With flexible start and finish times to be agreed with line manager.
Office base:	Flexible
Work locations:	Across the Cheshire, Lancashire and Merseyside sub region with an initial focus on St Helens
Salary:	Full time £30,060-£33,191
Reporting to:	Heritage Programme Manager
Responsible for:	Programme Assistant Senior Conservation Officer
Type of Contract:	12 month fixed term contract with potential to become permanent
Benefits	Aviva Auto Enrolment Pension Scheme Annual Holidays - 25 days + 1 additional day for Christmas Closure + Public Holidays (x8) Flexible working arrangements, depending on the needs of the role Employee Assistance Programme Regular supervision and support

Background

Groundwork delivers a diverse portfolio of programmes that support communities to become more active and resilient, develop and improve public spaces and build greener, safer and stronger neighbourhoods. Our work changes physical landscapes, putting local people at the heart of these transformations. This approach to delivery simultaneously works to improve individual's health and wellbeing whilst tackling climate change.

We are experienced at leading large scale heritage development projects having successfully secured funding to delivery programmes including Saltscape in Cheshire, Winckley Square in Preston and Rivington Terraced Gardens in Chorley..

This role will lead on the delivery of a broad reaching heritage and environment programme delivered across the Sankey Valley in St Helens. The project aims to revitalise and utilise the St Helens Canal as a key asset in the regeneration of St. Helens Town Centre and connecting areas, by undertaking a series of linked community capacity building and environmental improvement projects across the waterways corridor.

For more information about Groundwork see: <https://www.groundwork.org.uk/hubs/northwest/>

Scope of Role

1. Manage the delivery of a multi-agency programme ensuring the project maximises its impact and is delivered on time and within budget.
2. To lead on funder relationships, managing the grant claim process and seeking opportunities to expand and extend the programmes remit.
3. To build wider relationships with stakeholders in the project ensuring activities that are delivered meet the needs of the local community and are accessible to all.
4. To lead on partnership communications connecting stakeholders and raising the profile of the Sankey Valley both in a local and regional context.

Main Duties & Responsibilities

Marketing, Communication and Relationship Management	<ul style="list-style-type: none"> • Manage the delivery of a multi-agency environmental and heritage improvement project across the Sankey Valley • Build relationships across the partnership ensuing projects delivered are complimentary and maximise impact • Lead on the Groundwork delivery planning and oversee partner delivery ensuring the programme achieves its required outputs • Ensure health and safety management and risk assessment monitoring is undertaken on all projects delivered within the programme.
Finance	<ul style="list-style-type: none"> • To manage the grant claim process ensuring auditable evidence is provided by all partners and grant claims submitted to any funders are accurate • Responsible for monitoring income and expenditure and discussing variances to budget with manager monthly • Utilisation of the Trust's projects management systems to support delivery of projects.
People Management	<ul style="list-style-type: none"> • Line management of Programme Assistant and Senior Conservation Officer providing leadership, support and guidance • Conduct one to one reviews with your staff to discuss and enhance performance and encourage personal and professional development.
Communication	<ul style="list-style-type: none"> • To lead on external communications raising the profile of the programme locally and regionally • To develop and maintain key working relationships within communities and with staff from relevant departments within local authorities, third sector organisations, and other agencies • Utilise all forms of media to promote the project locally, including social media where appropriate • Raising the profile of Groundwork Cheshire, Lancashire and Merseyside within the area ensuring where possible that projects are adequately publicised and promoted.
Development	<ul style="list-style-type: none"> • To support the Heritage Development Manager with the identification of appropriate funding opportunities to expand the programme • To develop and maintain excellent relationships with potential partners and stakeholders from the public, private and voluntary and community sectors, proactively responding to opportunities as they arise.
Monitoring and Evaluation	<ul style="list-style-type: none"> • Set project performance measures and an evaluation process for the programme • Responsible for monitoring outputs and outcomes and reporting progress against targets to key stakeholders

Organisational Responsibilities

1. Investors in People - Groundwork is committed to maintaining its Investor in People (IIP) status and you are expected to support the ongoing development of IIP.
2. Health & Safety - All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff and volunteers will be expected to familiarise themselves with and adhere to the current Health & Safety Policy.
3. Equal Opportunities & Diversity - Groundwork strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.
4. Data Protection - Groundwork endeavours to comply with the Data Protection Act 2018. It may be necessary to disclose personal data to funding bodies - where a role is funded externally - in order to comply with their funding requirements. If this applies to you, we will inform you about what information is shared.
5. Personal Development - All staff and volunteers will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs in order to fulfil the requirements of the role and support career progression.
6. Corporate Training - All staff and volunteers will be expected to attend and fully participate in the Trust's Corporate Training Programme.

Note:

This is a description of the job as it is currently envisaged at the date noted in the footer. It is the Trust's practice to review, from time to time, employee job descriptions and to revise them to ensure that they relate to the job that is being performed and/or to incorporate any changes being proposed.

Any changes will be led by your line manager in consultation with you and any amendments will be approved by the relevant Service Director. You will have the opportunity, and are expected, to fully participate in such discussions. This job description is broad-based and is not intended to be an exhaustive list of all possible duties, as it is recognised that jobs may change over time.

Should the duties change significantly, the post and salary level will be fully reviewed.

PERSON SPECIFICATION

Assessment Key: A (application form), I (interview), P (presentation), E (exercise), R (role play)

	Essential (E) Desirable (D)		Assessment Method
Education, Training & Qualifications			
Educated to degree level or equivalent in a related discipline		D	A
Project Management qualification		D	A
Health and Safety Qualification		D	A
Experience			
Experience of leading multi-agency partnerships and developing programmes of work with multi-disciplinary teams	E		A/I
Experience of grant management and managing complex programme budgets	E		A/I
Demonstrable track record in building effective working partnerships across multiple sectors	E		A/I
Experience of working on heritage-sensitive projects		D	A/I
Experience of working on environmental improvement projects incorporating land and water		D	A/I
Experience of managing PR and communications campaigns		D	A/I
Experience of writing successful funding applications.		D	A/I
Experience of line management		D	A/I
Experience of delivering projects from inception to completion, incorporating, the development, planning and delivery of projects.		D	A/I
Experience of supporting and developing staff and volunteers		D	A/I
Experience of working within or with the voluntary and community sector		D	A/I
Knowledge			
Knowledge of relevant funding streams	E		A/I
Knowledge of community development and engagement methodologies	E		A/I
Familiarity with English Heritage working practices		D	A/I
Knowledge of delivering community based environmental improvement projects		D	A/I
Skills and Abilities			
Ability to work alone and part of a wider team	E		A
Ability to prioritise workloads	E		A
Excellent Communication skills	E		A
High level report writing ability	E		A
Excellent research and analytical skills	E		A
Business development skills	E		A
Ability to work effectively under pressure and handle challenging priorities	E		A
Proven Leadership Skills	E		A

Computer literate including, internet, word, excel, PowerPoint, email	E		A
Advanced I.T skills		D	A
Personal Qualities and Commitments			
A commitment to understand and follow all GCLM Core Policies in all work practices.	E		A
A demonstrable commitment to the aims and objectives of Groundwork, ensuring awareness of the up to date Mission and Vision Statements.	E		A
Willingness to support the service team out of hours, including occasional evenings and weekends, as and when required.	E		A
Willingness to attend departmental/trust meetings/training events as and when required.	E		A
Access to own transport in the course of your duties.		D	A

Note to applicant:

Should you have any questions about the assessment methods, please don't hesitate to contact HR on 01942 821444 who will be happy to answer any questions and/or address any special requirements.

Employee: (name in caps)	Employee: (signature)	Date: (signed)