###### groundwork logo green on whiteGroundwork London Job Description

Job Title: Programme Manager, Barnet

**Responsible to:** Community Operations Manager

Responsible for: Project Managers, Coordinators, Officers and volunteers as required

Location: Office base in East Barnet, travel across borough of Barnet and Groundwork London offices, as required

## Job Background:

Groundwork London deliver a range of projects and programmes benefiting local communities across the London Borough of Barnet, including Volunteering Barnet - the Borough Volunteer Service, Barnet Health Champions and the LOOP (Upcycling Centre). Groundwork London is also a proud partner of Barnet Together, an award-winning Partnership between Inclusion Barnet, Volunteering Barnet and the Young Barnet Foundation. Together we provide quality training, volunteering support and provide vital resources and advice for Barnet’s Community, Voluntary, Faith and Social Enterprise sector.

The Barnet Programme Manager role will contribute to the strategic development of current and future Barnet projects, lead Groundwork London operations as part of Barnet Together and oversee delivery of Barnet projects and programmes.

## Main Objectives:

* Lead Groundwork London operations, as part of the Barnet Together Partnership / Alliance, working strategically and ensuring engagement across Groundwork Teams
* Oversee and lead the delivery of a range of projects in Barnet, including Volunteering Barnet, and Barnet Health Champions ensuring effective project and financial management
* Lead the staff teams within Barnet, including team management and line management of Project Managers / Leads
* Contribute to strategic development of current and future Barnet projects, proactively engaging stakeholder and building Borough relationships, particularly with communities and across Voluntary and Community Sector
* Ensure professional best practice and compliance with Groundwork London and Barnet Together systems and procedures
* Identify and develop partnerships and project opportunities with support from Community Operations Manager, Director of Communities and Environmental Services and Barnet Together partners

## Key Tasks & Responsibilities:

1. Programme coordination and project management

* Develop, implement and manage multi-faceted projects within the Community Team programme in the London Borough of Barnet
* Oversee the operations, management and programme reporting, of all Barnet community team projects, ensuring the Project Managers are supported to meet delivery targets
* Oversee and manage staff capacity and project finances by ensuring that all systems and processes are adhered to
* Manage and complete project finances, completing monthly and year-end reconciliation with support from the Community Operations Manager and Trust’s Project Accountants, ensuring all financial aspects of projects are managed appropriately, according to the needs of funding bodies
* Oversee Health and Safety, risk assessments, project risk logs, mitigation plans and all aspects of project risk management
* Ensure effective publicity and marketing for Barnet community projects, working with Groundwork London and Barnet Together
* Oversee data management and GDPR, ensuring all data is collated, recorded and maintained in compliance with GDPR and funder requirements
* Manage and report on the Barnet community programme of work in terms of financial value, capacity and performance through active participation in Groundwork operations meetings

1. **Barnet Together**

* Lead Groundwork London operations within the Barnet Together partnership
* Work with Barnet Together strategic and operational leads to deliver Barnet Together workstreams, including:
  + Embed Groundwork, Barnet community team activity into Barnet Together Partnership strategy and delivery plans
  + Leadership of Barnet Together task groups
  + Supporting the delivery of joint events
  + Aligned monitoring and evaluation framework
* Participate and represent Groundwork London and Barnet Together at key meeting, local events and conferences to promote projects, programmes, build partnerships for new services, project developments and communication
* Identify and develop partnerships with the Barnet public, private, voluntary, community and faith sectors. Identify and promote project opportunities for Groundwork London and Barnet Together
* Lead client relationships with strategic partners, including the Barnet Together Alliance (with Barnet Council), and Public Health Barnet, and work collaboratively to support client management of stakeholders across all projects

1. **Team Leadership and management**

* Lead the Barnet delivery teams.
* Line manage staff providing support and development through performance appraisals, personal development plans and regular one-to-one supervision meetings, to support them as necessary, to provide effective line management to their own team members
* Lead the recruitment of staff and volunteers working or volunteering in Barnet
* Lead staff capacity management, including staff induction and changes
* Ensure all staff adhere to all relevant policies and procedures including Equalities and Diversity, Health and Safety, Procurement, and Data protection etc.
* Ensure effective links are made between Groundwork staff working in Barnet, such as sharing best practice across teams

3. Evaluation and continuous improvement

* Oversee the monitoring and evaluation of Barnet community projects
* Ensure that project work is effectively monitored and evaluated, ensuring high quality communication (including verbal and written reports) to and between partners, funders and stakeholders
* Ensure that all completed projects undergo meaningful evaluation and that learning is incorporated into future development and organisational strategy
* Develop quality standards in delivery and training

4. Development and fundraising

* Lead on the development of new projects by actively identifying development opportunities and taking the initiative in developing new projects in liaison with the public, private, voluntary and community and faith sectors
* Work with the Groundwork London Fundraising Team to compile funding bids and tenders

5. Organisational development

* Actively participate in defining personal, team and organisational goals.
* Liaise with other community practitioners across Groundwork London to share best practice, ensure effective project delivery on cross-themed projects, replicate development opportunities and maximise team skills

## Other Responsibilities

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Executive Team.
* Work with due regard for Groundwork’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.
* All staff, the Board and volunteers will actively support, in their daily operations and duties, Groundwork London’s Environmental Management System.

## Personal & Professional Development

* Participate in the Groundwork London Performance Management and Appraisal process, and agree short, medium and long-term goals with line manager, and direct line staff
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the Trust’s training and development programme.

**Aug 2022**

**Note to Applicant: When completing your application form you should demonstrate/evidence the extent to which you have the necessary education, experience, knowledge and skills identified as required by the Person Specification Criteria for the post.   
(NB: Where items appear which have not been deemed Essential, you should assume they have been considered Desirable).**

| **Job****Factors** | Criteria No | **Person Specification Criteria**  **Barnet Programme Manager** | **Rank** | **Criteria to be tested by the following:** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **E = Essential**  **D = desirable** | **Application Form** | **Interview** | **Task** | **Certificates** |
| **Experience & Qualifications** | **1** | Proven and appropriate experience in one of the following fields or related disciplines: community, volunteering, health or sustainability | E |  |  |  |  |
| **2** | Proven experience in the planning, delivery and project management of a range of community projects | E |  |  |  |  |
| **3** | Strong team leadership and person management skills and the ability to effectively delegate and line manage staff and/or volunteers | E |  |  |  |  |
| **4** | Experience of strategic development and project design and innovation | E |  |  |  |  |
| **Skills & Competencies** | **5** | Ability to think ahead, analyse opportunities, and propose solutions to challenges | E |  |  |  |  |
| **6** | Ability to oversee the operations of complex work programmes | E |  |  |  |  |
| **7** | Excellent networking and liaison skills and the ability to develop and maintain a range of high level partnerships and working relationships with key external stakeholders, partners and decision makers in the voluntary, faith, public and private sectors | E |  |  |  |  |
| **8** | Ability to ensure accurate and effective monitoring and evaluation processes for projects is embedded and managed across the life cycle of projects | E |  |  |  |  |
| **9** | Strong budget development, financial management and reporting capability | E |  |  |  |  |
| **10** | Ability to use MS office (Word, Excel) Internet and Email, project management systems and databases | E |  |  |  |  |
| **11** | Ability to monitor and manage staff and financial resources, manage the delivery of projects, solve problems and evaluate project outputs and outcomes | E |  |  |  |  |
| **12** | Excellent interpersonal, written and oral communication skills | E |  |  |  |  |
| **14** | Eye for detail, ensuring all funder requirements are adhered to as per funder guidance and contracts | E |  |  |  |  |
| **15** | Knowledge and experience of working with Barnet Voluntary, Community, Faith and Social Enterprise sector | D |  |  |  |  |
| **16** | Commitment to Equality, Diversity & Inclusion, Safeguarding and ability to demonstrate an understanding of applying these in practice. | E |  |  |  |  |
| **17** | Ability to oversee and offer guidance on data collection and storage, including knowledge and experience of GDPR | E |  |  |  |  |