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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Sustainable Business Services (SBS) Programme Manager |  |
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| **SALARY** |
| Pay Grade: C (plus market supplement reviewed annually)  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent contract.  22.5 – 36.66 hours per week.  Based at Groundwork offices in Trafford Park plus on-site project work across the Northwest.  We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements. |

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| **ACCOUNTABLE TO** |
| Member of the Strategic Management Team |

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| **RESPONSIBLE FOR** |
| Line Management of: Sustainability advisors |

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| **OVERVIEW OF THE POST** |
| The [Sustainable Business Services](https://groundworksbs.org.uk/) Programme Manager provides leadership and management for a team of Sustainable Business Consultants and their programme of work, driving quality delivery and growth.  They ensure that delivery focuses on developing long-term relationships with business and public sector partners, allowing us to support the journey to net zero and broader sustainability goals. The SBS manager facilitates learning within the team, ensures quality and consistency in programme delivery and looks to continually improve our services and the way we deliver them. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Lead and effectively manage the Sustainable Business Service’s programme, including: * Energy audits and decarbonisation strategies * Environmental training * Carbon management services * Ensure appropriate allocation of team and financial resources, oversee management of programme budgets, ensure deliverables and quality standards are met and impact and outcome data is collected and analysed for learning and reporting. |
| **Business & Service Development**   * Lead and manage the service’s business plan. * Implementing income generation plans for core services, including client retention and expansion. This could include B2B sales, and the development of public sector grant funded programmes designed to support businesses on their journey to sustainability * Identifying opportunities for growth and driving plans to achieve it. * Champion GGM’s listening and learning culture and use data and feedback from clients and partners to inform programme improvement, development and growth. * Work closely with the wider Groundwork Federation where appropriate to develop services and share learning. * Keep abreast of local initiatives and innovations in sustainable business services and renewable technologies |
| **Financial & Resource Management**   * Produce and manage programme budgets and resources available. * Develop and realise financial sustainability and growth plans for the programme by: * Preparing proposals and funding bids medium and large-scale projects (up to £50,000) and contributing to larger or more complex tenders and proposals. * Working with partners to develop and input to bids and proposals led by others. |
| **People Management & Development**   * Provide line management and day to day HR support for the SBS team. * Be accountable for the team’s performance, development and wellbeing in the workplace. * Drive the embedding of GGM’s culture and values within the team. * Support the delivery of strategic workforce development plans. * Be accountable for managing GGM and team level communication and maintaining consistent messaging as agreed with senior leadership. |
| **Internal Management**   * Embed GGM policies and procedures across the service, champion delivery standards and ensure compliance. * Champion key business priorities such as EDI and carbon reduction across the team, ensuring these are embedded across all SBS team operations. * Lead the development and delivery of business improvement plans as agreed. * Collate, analyse and learn from data and feedback to influence policy and action. |

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| **Person Specification** | |
| **Essential Experience**   * Demonstrate extensive relevant experience of managing sustainability projects or programmes, either in-house or in a consultancy format, evidencing measures of success. * A strong track record in project, budget and resource management. | **Desirable Experience**   * A positive track record of direct line management. * Delivering environmental training. * Driving environmental behaviour change within a business environment. * Experience of using data to develop and improve service delivery. * Experience of income generation and securing funding. |
| **Essential Knowledge, Skills and Qualifications**   * Substantial professional knowledge of energy management and carbon reduction. * IEMA Associate membership (or above) or similar professional body membership (i.e., Energy Institute). * Leadership skills. * Ability to challenge effectively. | **Desirable Knowledge, Skills and Qualifications**   * Strong coaching and motivation skills. * Coaching / Mentoring qualification |
| **Values and ethos:**   * Passionate for sustainability and supporting businesses to reduce their environmental impact. * Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation. * Passion for the organisation and our work. * Actively seeks learning and development. | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system. * Comply with the Trust’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. * This post will be subject to a basic DBS check. * We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above. |

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| **PREPARED BY:** | Stephanie Wyatt |
| **PREPARED ON:** | 21/11/2024 |