**JOB DESCRIPTION**

**POST:** Programme Manager

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR**: Project Manager and Administrator

**SALARY:** £40k per annum

**HOURS:** 35 hours per week

**HOLIDAYS**: 28 days plus bank holidays pro rata

**SPECIAL CONDITIONS:** Requirement to work and travel across Bradford District and Craven. The VCS Alliance is committed to hybrid working whilst responding to the needs of the role

**KEY PURPOSES OF THE POST**

* To ensure the successful delivery of the Wellbeing Network programme in the Bradford District
* To oversee and manage the delivery of the Partnerships for People and Place (PfPP) Programme in the Bradford District
* To advise and manage on other VCSA programmes as required
* To develop, maintain and manage relationships with a wide variety of partners including Central Government, Local Authorities, NHS bodies and Voluntary and Community Sector organisations

**MAIN DUTIES AND RESPONSIBILITIES**

**Leadership and management**

1. To recruit, induct, support and supervise VCSA staff related to the Wellbeing Network and PfPP programmes and other programmes as required
2. To ensure staff training is up-to-date
3. To work with the finance officer in the preparation of programme budgets and to present these to the Board for approval
4. To work with the finance officer and contracts manager in developing financial models for programme delivery
5. To support the project manager and any other programme staff to fully carry out their roles
6. To work with external consultants and the communications officer in the development of communications plan and to oversee its delivery

**Governance**

1. To develop and support fit-for-purpose governance arrangements for the Wellbeing Network and PfPP programmes ensuring appropriate links between them
2. To engage all relevant local partners and providers in the governance arrangements
3. To ensure the needs of the Department for Levelling Up, Housing and Communities (DLUHC) and other Government Departments are met within the agreed Governance arrangements
4. To report to System Steering Groups and NHS governance structures on the progress of programmes
5. To report to the VCSA Board as required

**Relationship Management**

1. To develop, maintain and manage good relationships with a broad range of partners including DLUHC,Other Government, Departments, Local Authority, NHS partners, VCS partners
2. To ensure that VCS partners are well represented in all engagement with statutory commissioners and to develop the reputation of the VCS as reliable delivery partners
3. To work closely with local communities and community groups and ensure that they are engaged with the programmes and their voices are heard

**Programme Delivery**

1. To support the Hub coordinators in developing provision and sharing learning
2. To develop and support community development work and workers at the PfPP funded hubs
3. To oversee the small grants scheme and ensure compliance with good practice
4. To map and ensure links to other relevant state funded programmes local to the PfPP funded Hubs

**Programme Monitoring and Evaluation**

1. To develop and operate monitoring processes that satisfy the commissioner and funder requirements and enable assessment of programme outcomes
2. To monitor project and programme expenditure and outputs on a regular basis to inform reporting to the governance structure
3. To maintain a risk register and ensure actions are in place to mitigate unacceptable levels of risk
4. To create an evaluation plan and ensure appropriate programme evaluation is undertaken timed to support securing of future funding

**Administration**

1. Complete relevant administrative tasks including record keeping and database management.
2. Contribute to VCSA general administration through dealing with enquiries via the telephone, email and drop-ins when needed.
3. Contribute information to VCSA’s newsletter/mailings/e-bulletins/website where relevant to the role.
4. Complete any other relevant administrative tasks including record keeping.

**General Requirements**

1. Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
2. Attend regular supervision sessions and staff meetings.
3. Comply with all organisational policies and procedures.
4. Undertake any other duties as prescribed by and agreed with your Line Manager.
5. Work in line with VCSA’s Code of Conduct and to maintain good relationships both internally and externally.
6. To have a collaborative and flexible approach to work undertaken by VCSA.
7. To work in accordance with VCSA’s Aims, Objectives and Values.
8. To promote VCSA with all stakeholders during the duties of your work.
9. Flexibility is an advantage. Please contact us to discuss what this means before accepting any offer of employment.

**EQUAL OPPORTUNITIES**

VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

# HEALTH AND SAFETY

The post holder is expected to comply with the VCSA Health and Safety Policy and take reasonable care for his/her own health and safety and that of others who may be affected by the work.

**NOTES**

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

This post is subject to a 3 month probationary period. This post is currently fixed until 30 June 2023 (subject to review of ongoing funding).