

Job Description

Job title: Head of Programmes

Salary or Salary Scale: £30,000 pro-rata

Hours of Work: 0.8 fte (30 hours per week - ideally Monday - Thursday)

Reports to: Chief Executive **Supervises:** Project Managers and Associates

Main purpose of the job

To lead on managing the delivery of all of the organisation's projects, and the support systems of project management, resource planning, project development, facilities, HR, and IT. This involves:

- **Leading on our approach to programme management and resource planning to ensure all our projects are delivered efficiently and effectively**
- **Develop and deliver new project areas with staff and associates**
- **Managing our support systems - facilities, HR and IT**

Success will look like improving the efficient and effective delivery of our projects and growing our delivery into new areas of sustainability advice. This will increase our overall impact.

Key Responsibilities

Leading on our approach to programme management and resource planning to ensure all our projects are delivered efficiently and effectively

- Building the capacity of staff, associates and volunteers to use our project management system, flag up issues, develop solutions, and manage and report on resource use for delivery (time, contractors, equipment).
- Coordinate communications, impact and funder reporting needs for projects by regular liaison with Communications and Impact Manager and Head of Finance and Fundraising.
- Attend monthly management team meetings to provide organisation wide advice on our programme management, support systems, and development of new areas of work.
- Support, develop and performance manage 3 project managers. Providing coaching style support to staff as they identify additional training help to bring them to an agreed level of performance.

Develop and deliver new project areas with staff and associates

- Build up existing 'sustainability advice' network of associates from 2 to 6 and use them to develop and deliver new project areas.
- Assist in the delivery of facilitated discussions, negotiations, workshops and training internally and externally.
- Support existing project managers to develop funding proposals using the agreed templates and systems to help the Fundraising team submit applications.

- Attend internal fundraising and development meetings to share intelligence and to agree which external meetings to attend for new business opportunities.

Managing our support systems - facilities, HR and IT

- Support the Office project manager to deliver agreed appropriate systems, and ensure staff, associates and volunteers use them.

Any special conditions:

- This role is flexible. It is office based at our centre in Northfield, however we do allow some home working to meet operational needs. The expectation of this role would be at least 2 days in the office, and the rest at external meetings or working from home.
- This post may occasionally require flexibility to work unsociable hours at weekends and evenings.
- This role will involve ensuring our safeguarding policy and practices with the children and vulnerable adults we work with are implemented via our projects systems which this role is responsible for, therefore we will require a successful DBS check.

Person Specification

Qualifications	
Relevant experience or related qualification	Essential
Skills and Abilities (Related to Role)	
Highly developed planning and organisational skills for managing own and others' time, and multiple priorities (Leading on our approach)	Essential
Helping train others and to give and receive constructive feedback (Leading on our approach)	Essential
Identifying and developing new opportunities which lead to funded projects and new activities (Developing new projects)	Essential
Ability to facilitate discussions, training and negotiations (Leading on our approach)	Essential
To work as a member of a team, delegate and motivate (All)	Essential
To use a range of Digital and IT products such as Microsoft Office (word/excel), Sharepoint, CRM system, Online HR System (Managing our support systems)	Essential
Good numeracy skills with experience of setting and monitoring budgets	Essential
Experience and Knowledge (Related to Role)	
Working in a programme management or operations function, ideally in a small team (Leading on our approach)	Essential
Programme, project or operations management in the not-for-profit sector (Leading our approach)	Desirable
Line management of 3-4 staff, such as project managers to develop and support performance (Leading on approach)	Essential

Experience or knowledge of sustainability advice and issues in one or more areas such as: energy, waste, environmental purchasing, behaviour change, community action	Essential
Other requirements (for all roles)	
Ability to demonstrate an understanding of and commitment to our organisational values of being: <ul style="list-style-type: none"> • Committed to people centered solutions • Ready to listen and learn • Professional 	Essential
Commitment to equal opportunities, diversity and inclusion in our operations and delivery.	Essential

Please note we do not accept CVs.

If you would a conversation about the role please email Simon Slater - simon@ecobirmingham.com from 26th September2022.

Please return your completed application form to michael@ecobirmingham.com by **5pm Monday 24th October2022**. Interviews will be held 2nd or 3rd November 2022.