



Job Description

Programme
Manager

Salary: £26,000 to £30,000 p/a (dependent upon experience & qualification)	Line Manager: Chief Officers
Hours: 37.5 per week	Period of contract: 12 Months (Potential to extend, subject to funding). (There will be a 3 months Probationary Period)
Any line management responsibilities: Responsible for the line management of any staff delivering activities under programmes.	Main stakeholders: <ul style="list-style-type: none"> • Voluntary Sector Partners • Public Sector Partners • Funders • Elected Members • Members of the public-predominantly from minority communities

We are looking for...

A highly skilled programme manager who will lead and manage a variety of programmes that Diversity Matters North West (DMNW) delivers. Someone with values-based leadership, exceptional communication, and project management skills to help us to achieve our charitable objectives.

About the role

As a senior member of the team, you will be responsible for the effective delivery of our programmes that support our work and contribute to our core offer. You will work closely with the Senior Management Team (SMT) and work closely with and support the Chief Officers to ensure we develop and deliver high quality programmes that are responsive and adaptive to change, and that deliver against our contractual commitments and organisational values.

The main responsibilities you will be asked to undertake in this role:

- Develop and manage the delivery of DMNW's programmes including those which are currently still in ideation stages
- Work with the DMNW staff team to develop opportunities for new programmes of work that will help us to achieve our charities aims and objectives
- Provide excellent line management to programme staff ensuring team members have individual workplans and deliver against agreed priorities and the programmes' plan.
- Establish and implement systems and processes to ensure we can deliver high-quality programmes of work to our members and stakeholders, monitor the impact of the programmes and meet contractual obligations.
- Manage, track and report on project budgets.
- Produce and present high quality oral and written reports, as necessary
- Support the SMT to manage change and implement new ways of working in line with our values and operational priorities.



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- Maintain and develop relationships with a wide range of stakeholders across Tameside.
- Assist the SMT to prepare bids and grant proposals.
- Undertake staff appraisals.
- To oversee DMNW annual events.

The ideal candidate for this role will be someone who is:

- Experienced at programme and project management.
- Able to manage and deliver activity against an outcome framework and project plan, assuring we achieve a high quality of service and performance to agreed timeframes.
- Driven by social justice and has an in-depth understanding of the Voluntary Sector.
- Able to maintain effective relationships internally and externally, using great interpersonal skills.
- An experienced line manager who can coach people to reach their full potential
- An excellent communicator in person, in writing and effective in producing reports and presentations to a wide variety of audiences
- Outcomes driven and able to flex and prioritise to meet agreed commitments.
- Understanding of ethnic minority communities and the barriers/challenges that they face.

Working with DMNW

DMNW team is vital in achieving the charity's purpose - to maximise opportunities to create positive social change, promote social justice and harness social benefit, and to strengthen the voluntary, community, faith and social enterprise sector.

DMNW values underpin all our activities. We want to be held to account on our values, as ways of working that we will always strive for. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values:

- We try to empower the people we work with, individually and collectively, by encouraging them to build with confidence on the skills and knowledge that they already have.
- We share the ideas and agenda of the localism - don't do something for people they can do themselves.
- We listen to the views of the people within the community we serve, being informed and led by their expressed needs.
- We are sensitive towards their faith and culture, although we will not normally undertake work that is faith-specific.
- We strive to be honest and transparent about our intentions, so it is easier for the people we work with, and for our partner agencies, to know where they stand with us.
- We involve community members in decision making, volunteering, training and paid employment.

Other Responsibilities working for DMNW

- Support & comply with our values and want to see them develop in the work you do



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- Seek opportunities to develop yourself and others
- Work closely with the Chief Officers, the Board and employees and volunteers to achieve our strategic aims and priorities contributing your skills and experiences to varied aspects of what DMNW does.
- Contribute to make DMNW a great place to work, one that is inclusive, achieves equality and sees the potential in us all
- Help us when we need it to do other projects and work that is important to achieving our strategic aims
- Collect stories about your work and help us share the difference it makes
- Follow the usual rules/ policies that DMNW asks of you - health and safety; data protection; professional conduct etc.
- Be inclusive and show kindness and respect to others.
- Carry out the above duties, and any other duties commensurate with the responsibilities of the post which may reasonably be required, in a manner which actively supports and promotes DMNW's aims and policies.

As a member of the DMNW team you will also benefit from

- Pension contribution
- Flexible working opportunities
- Ongoing professional development
- Annual leave allowance which increases with length of service

For more information on the work that we do please visit <https://diversitymattersnw.org.uk/>

