



Job Description and Person Specification Programme Manager

Job Title:	Programme Manager
Hours:	37.5 Hours per week (FT)
Salary:	£37,000 - £40,000 (inclusive of London Weighting)
Responsible to:	Director
Responsible for:	Osmani Centre, Media and Health Programme
Direct Reports:	Project Managers x2, Senior Designer, Premises and Events Team, Receptionist/Admin Officer

To have overall responsibility for the management, monitoring and development of allocated Osmani Trust (OT) projects and services including the Osmani Centre as follows

1. Osmani Centre
2. OC Creative
3. Health Trainers
4. OC Active
5. Any other service/project allocated

Main duties and responsibilities

A) Programme Management

1. Take responsibility for the successful delivery of the programme's outputs, outcomes and milestones, in accordance with agreed timescales and budgets.
2. To support relevant project managers in developing Annual Service Plans and ensure services, activities, contractual outputs and KPI's are met within agreed budgets and timescales.
3. Prepare information for reports to funders and draft reports for the Director and Trustees.
4. Establish performance goals for project managers/coordinators and monitor their performance.

5. Develop plans to sustain existing projects, Osmani Centre and their sources of funding as well as to search for new business opportunities.

B) Osmani Centre

6. To be responsible for the management, maintenance, sales and marketing, and income generation of the Osmani Centre
7. To lead and manage the premises and events team to ensure a professional and high quality events and facilities hire service
8. To oversee and negotiate building maintenance contracts ensuring value for money and quality
9. To ensure all building health and safety requirements are adhered to by all users

C) Staff and Resource Management

10. To lead and manage the performance of relevant Project Managers and their teams through regular structured supervision and appraisal thereby ensuring that they manage their operational and financial responsibilities appropriately
11. To ensure that, in accordance with the overall strategic direction of OT, an annual work plan with clear objectives and milestones is prepared and implemented for all Project Managers
12. To ensure within the programme that the recruitment, induction, appraisal, management, training and development of staff are directed to achieving the objectives of the organisation. To maintain an environment which attracts, retains and motivates high quality staff

D) Monitoring, Evaluation and Reporting

13. Ensure that each project/service is monitored and evaluated in accordance with stipulations set by commissioners and funders.
14. Ensure evidence of activities (soft & hard copies) is stored safely for audit purpose.
15. Use evaluation data to inform each project's future delivery strategy
16. Prepare reports for funders, local authorities and internal dissemination
17. Ensure the regular updating and input of project/service data on the Trust's data Management Information System.

E) Financial Management and Fundraising

18. Ensure projects/services and Osmani centre expenditures are controlled within agreed budgets
19. Create budgets for funding applications and negotiate realistic budgets with potential project partners and funders
20. Ensure income targets of OC Creative, Osmani Centre and Programme projects are adequately met
21. Identify, apply for and secure new funding streams/contracts for existing projects and services as well as to support OT Fundraiser to generate income for programme projects.
22. Design innovative new projects to match upcoming funding streams.

F) Partnerships, Promotion and Networking

23. Develop relationships and strengthen partnerships with a diverse range of stakeholders including local authority, health trusts, voluntary sector, educational and cultural partners who can support the work of Osmani Trust.
24. Attend relevant forums and steering groups at local, regional and national levels.
25. Liaise with external agencies and partners to promote and profile the work, services and facilities of Osmani Trust and Centre.

G) Organisation-wide

26. As part of managing OC Creative to be responsible, in consultation with the Director, for Osmani Trust websites, corporate branding, marketing, publicity and social media presence.
27. To work with the Director and Senior Management Team to develop new provisions/ services within the Osmani Trust.
28. To attend and play an active role in SMT meetings and to contribute to the overall management and development of Osmani Trust
29. To attend and report to MC committee meetings as and when required
30. Actively contribute to the development and implementation of Osmani Trust policies and procedures
31. To carry out any other tasks allocated/designated by the Director within agreed timescales.

Person Specification

Programme Manager, (Osmani Centre, Media & Health Programme)

<i>Knowledge and experience</i>	<i>Essential/ Desirable</i>	<i>Assessment Method</i>
Educated to degree level or equivalent	Essential	Application form
Relevant management training / qualification	Desirable	Application form
Demonstrate substantial experience (at least 5 years) of managing multiple projects at a senior level including staff and volunteers	Essential	Application form and interview
Experience of developing and monitoring service plans and SLA's against agreed targets and outcomes	Essential	Application form and interview
Writing large fundraising bids and managing project budgets above £150k	Essential	Application form and interview
Delivering, monitoring and evaluating the impact of health, sports and/or youth and social care related projects/services	Essential	Application form and interview
Experience of community facility/building management, maintenance and hire	Desirable	Application form
Experience of corporate branding, producing print and digital publicity materials, overseeing websites and social media.	Essential	Application form and interview
Experience of marketing, sales promotions for income generation or social enterprise	Essential	Application form and interview
An understanding of London's voluntary sector, local community needs and it's challenges, particularly related to the health, sports and social care sector	Essential	Interview

Skills and Abilities		
Results driven, proven track record in exceeding targets	Essential	Application form
Adaptability and flexibility to be able to respond to changing service requirements in an enthusiastic and positive way.	Essential	Application form
Motivated, confident, time efficient, organised and able to work independently	Essential	Application form and interview
Excellent communication skills – verbal, written and presentational – able to operate with diplomacy, tact and empathy	Essential	Application form and interview
Passionate about the work of voluntary organisations in this sector	Desirable	Interview
Project management skills	Essential	Application form
Proven commitment to equal opportunity and diversity	Essential	Application form and interview

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