

Job Description and Person Specification

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| Job Title: | Programme Manager |
| Hours: | 37.5 Hours per week (FT) |
| Salary: | £41,000 (inclusive of London Weighting) |
| Term: | Fixed Term to 31 March 2026 (possibility of extension) |
| Responsible to: | Executive Director |
| Responsible for: | Better Bethnal Green (BBG) |
| Direct Reports: | BBG Programme staff |
| Location: | Osmani Centre London E1 |

To lead and co-ordinate the planning, delivery, management and monitoring of the Better Bethnal Green violence reduction programme.

Main Duties and Responsibilities

1. Lead and manage the delivery of the BBG programme to provide a range of prevention, intervention and capacity building activities to prevent and address violence in the Bethnal Green area of Tower Hamlets.
2. Taking a strategic approach, working with partners, stakeholders and local community with a focus on developing and promoting interventions and activities.
3. A key responsibility of this role will be to engage youth networks/orgs, the local community, statutory orgs, business and voluntary sector groups to ensure they are an integral part of the programme.

A) Programme Development & Delivery

4. Work with BBG board to co-design and produce a delivery plan of intervention and activities with partners, local stakeholders, residents and young people.
5. Build on an initial asset mapping exercise to identify/assess skills and engage key grassroots partners and young people from across the programme area to join the Better Bethnal Green (BBG) programme.
6. Help the BBG consortium identify local drivers (root causes) of violence, mapped through consultations and data capture.
7. Organise community visioning workshops to identify the needs, perceptions and ambitions of each neighbourhood.
8. Work with BBG Board/delivery partners to coordinate planned intervention programmes for young people, families & community resilience building.
9. Initiate set up of small grants fund programme for young people and local communities to build resilience, empower young people and address local violence.
10. Work with partners to develop structured programme of capacity building and development for local people and organisations.

11. Manage the delivery of Osmani Trust's interventions as part of BBG

B) Community Engagement

12. Ensure local communities in Bethnal Green are kept informed of development, plans and interventions and know how to get involved.

13. Commission development of BBG website, with discussion and dialogue facilities and a suite of downloadable toolkit resources.

C) Partnerships, Promotion and Networking

14. Develop relationships and strengthen partnerships with a diverse range of stakeholders including local authority, statutory bodies, and voluntary sector, educational and cultural partners who can support the Programme.

15. Attend relevant strategic violence reduction and safer communities forums and meetings at Local Authority and regional level.

16. Ensure that the work, impact and achievements of the Programme is regularly promoted via media, social media and communication channels to the public, stakeholders and internally.

17. Develop and implement a communications plan for BBG

D) Monitoring, Evaluation and Reporting

18. Manage relevant data collection and monitoring forms/tools for activities and interventions.

19. Ensure that the Programme is monitored and evaluated in accordance with grant requirements and to work with appointed evaluators.

20. Co-ordinate with partners to prepare regular monitoring and evaluation reports for funders, stakeholders and internal dissemination

21. Produce and disseminate regular impact reports demonstrating the effectiveness of BBG to partners, public and stakeholders

E) Financial Management and Fundraising

22. Work with delivery partners to ensure BBG Programme expenditures are controlled within agreed budgets.

23. Work with Osmani Trust Finance Manager to prepare Quarterly financial reports to funder.

24. Identify and secure match funding and resources to supplement BBG Programme and activities and plan for sustainability beyond funding period.

F) Better Bethnal Green (BBG)

25. To organise, attend and report to the BBG Programme operational and strategic board meetings.

26. To co-ordinate Programme network group meetings with partners.

27. To ensure admin staff keep a record of minutes, action points and decisions of all meetings as well as manage diary of meetings / events.

28. To carry out any other tasks allocated/designated by the Executive Director within agreed timescales

Person Specification - Programme Manager

| Knowledge and experience | Essential/ Desirable | Assessment Method |
|---|---------------------------------|--------------------------------|
| Educated to degree level or equivalent (in other qualifications and experience) | Essential | Application form |
| Demonstrate substantial experience (at least 3 years) of managing multiple projects at a senior level including staff and volunteers | Essential | Application form and interview |
| Experience of developing and monitoring contracts/ SLA's against agreed targets and outcomes and managing project budgets above £150k | Essential | Application form and interview |
| Experience of working successfully with VCS, Public and Private sectors and local communities | Essential | Application form and interview |
| Delivering, monitoring and evaluating the impact of initiatives related to community change/youth violence/ASB reduction/training and employment | Essential | Application form and interview |
| An understanding of London's voluntary sector, local community needs and its challenges, particularly related to the youth sector, youth violence and community safety in diverse communities | 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 enthusiastically and positively. | 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 youth and community led change | Desirable | Interview |
| Programme management skills and competent user of IT and Microsoft programmes such outlook, word and excel. | Essential | Application form |
| Proven commitment to equal opportunity and diversity | Essential | Application form and interview |