



## **JOB DESCRIPTION - PROGRAMME MANAGER**

**Job Title:** Programme Manager

**Department:** Campaigns

**Location:** This position can be filled remotely.

### **Job Purpose:**

As the Programme Manager, you will work within the Campaigns Team and ensure the smooth delivery of the Inclusive Finance project. You will co-manage the project and provide support with other projects/campaigns where required.

The role will oversee the development and delivery of Inclusive Finance - a project combining research, consultation, advice & advocacy to produce an online Diagnostic Tool. The project outcome is to provide a tangible, accessible way in which those who are affected by financial exclusion can increase their financial resilience.

The postholder will be responsible for coordinating the campaigns team, working closely with the web development team and responsible for driving the overall delivery of the Inclusive Finance Diagnostic Tool. As the Programme Manager you may be involved in the recruitment of some of the wider project team.

### **Role and Responsibilities:**

#### ***Project Delivery***

1. Coordinate Campaigns team and ensure effective programme delivery, reporting to senior leadership with status updates.
2. Engage with external suppliers such as web design team, graphic designers, polling organisations.
3. Ensure key deadlines in the project timeline are met.
4. Support with development of an advisory board for the project.

#### ***Corporate Responsibilities***

- a) Assisting with the delivery of business and corporate plans for your area;
- b) Supporting continuous improvement in your own areas of responsibility;
- c) Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated;
- d) Ensuring value for money and quality outcomes are achieved in all activities;
- e) Being fully aware of and compliant with Inclusive Boards' policies and procedures relevant to your own areas of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies;
- f) To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents;

- g) Performing any other reasonable duties as directed by line management. This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

## **PERSON SPECIFICATION**

### **Skills/competences:**

#### *Essential*

- Project planning and management
- Competent with Google Workspace
- Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences.
- Methodical and high levels of accuracy and attention to detail.
- Calm and professional manner, can use your own initiative.
- Tact and discretion for dealing with confidential information.
- High levels of integrity, resilient and flexible.
- Ability to build effective working relationships with internal and external stakeholders.
- Strong organizational skills, proactive and able to think ahead, quick learner.
- Collaborative worker and team player.

#### *Desired*

- Ability to research and find information for the company.
- Logical thinker, problem solver and analytical skills.

### **Knowledge:**

#### *Essential:*

- Knowledge of the life-cycle of a project, from development to delivery.

#### *Desired:*

- Knowledge of financial industry and protection products such as insurances.
- Knowledge and understanding of equality and diversity practices.
- Familiarity with WordPress.

### **Previous Experience:**

#### *Essential:*

- Project management experience.
- Working within multidisciplinary projects / teams.
- Experience of dealing with enquiries using a range of communication methods e.g. emails, telephone, structured letters.

#### *Desired:*

- Experience of dealing with confidential information.
- Experience of working on multi-strand projects.

### **Special Attributes:**

Exceptional multi-tasker, flexible and adaptable.

### **Additional**

You may be required to evidence the essential criteria in your application, and if successful, at an interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview.

### **If you wish to apply please supply the following:**

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. **Please note that the covering letter is an important part of your application and will be assessed as part of your full application.**

**Please send the above requested information with the subject line "Programme Manager" to**

**[appointments@inclusiveboards.co.uk](mailto:appointments@inclusiveboards.co.uk) no later than 23:59 on Wednesday 20th January 2021.** Please note that we will be assessing applications on a rolling basis and the position may be filled prior to the closing date at which point this advert will be removed.

Should you chose to apply, as part of Inclusive Boards' continuing efforts to promote diversity, please fill out our [DIVERSITY MONITORING FORM](#).

If you would like to discuss this role informally before applying you can contact Katie on 07921 474 967 or email [Katie.p@inclusiveboards.co.uk](mailto:Katie.p@inclusiveboards.co.uk). A full job description and person specification can be downloaded **here**.