

December 2021

Dear Applicant

Application Pack for the Position of Programme Manager

Thank you for your interest in the above post at Better Start Bradford.

This application pack consists of:

- Job description, person specification and candidate privacy notice
- Application form
- Equal opportunities monitoring form

Please complete the application form and equal opportunities monitoring form and return it to us no later than 12pm on Monday 17 January 2022. **Please note, we do not accept CVs.** Interviews will be held week commencing 24 January 2022 via Zoom, MS Teams or in person if you prefer, dependent on current guidelines and restrictions.

You can return your application to us via email at jobs@betterstartbradford.org.uk . To ensure that all candidates are treated fairly, as part of the shortlisting process we remove the first two pages of the application form – please do not add personal identifiers on any of the other pages.

You can find out more about Better Start Bradford at www.betterstartbradford.org.uk. If you would like an informal discussion about this post, please contact the admin team at jobs@betterstartbradford.org.uk / 01274 723146 to arrange.

We look forward to hearing from you.

Yours faithfully

Alex Spragg

Programme Director, Better Start Bradford

Programme Manager

Job Description

| | |
|-----------------------------|--|
| Office base: | Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP (Home-working options are available) |
| Hours of work: | Full time post (37 hours per week) |
| Starting salary: | £40,000 |
| Holiday entitlement: | 25 days per year plus bank holidays and one floating day at Christmas/new year (pro rata) |
| Benefits: | Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover |
| Special conditions: | An Enhanced DBS Check is required The Better Start Bradford programme is funded until 31 March 2025 |

Background

Better Start Bradford is a 10-year National Lottery Community Fund programme managed by a local partnership. Bradford Trident holds the position of accountable body and is the employer of the Better Start Bradford programme team. Find out more at www.betterstartbradford.org.uk.

Job role

To work closely with the Head of Programme to support the implementation and effective delivery of the Better Start Bradford programme plan and associated systems and processes. To lead on implementation of final programme stage.

Specific responsibilities

1. To oversee the programme and project management office (PPMO)

- a) To develop and review the PPMO
- b) To maintain an effective MSP (Managing Successful Programmes) approach for Better Start Bradford through best practice frameworks, principles, and processes
- c) Lead on the development and application of internal systems and tools by implementing effective IT systems and digital solutions
- d) Regularly review our governance processes and structures to ensure they are working and fit for purpose
- e) Prepare and present reports for the Partnership Board, Bradford Trident Board, Finance and Audit Sub Committee, National Lottery Community Fund, and other stakeholder groups.
- f) Maintain and review programme management deliverables, which include the initiation document, implementation plans, workplans, risks and issues register, lessons learned, decision log, change control and benefits realisation
- g) Lead on quality assurance and improvement for the core team and projects

2. To support the team with

- a) Improving systems for managing and monitoring the delivery of our projects
- b) Procedures for delivery partners to enable them to provide the information we need in a timely and appropriate format
- c) Maintaining and reviewing the contract management processes via the Contracts Register
- d) Maintaining and reviewing documentation, policies, guides and templates and training staff in their use
- e) Coaching and training staff on good practices in project management

3. To assist in writing business cases, strategies, and project proposals, particularly

- a) To lead on the development of a process to measure and ensure delivery of programme benefits
- b) To lead and facilitate the implementation of quality and auditing of all aspects of the programme
- c) To lead on the development of our stakeholder management processes and systems

4. To develop a plan for programme close-down

- a) Working closely with Head of Programme and Leadership Team draw up a plan and timeline for programme closedown
- b) Identify key activities required to deliver programme blueprint
- c) Work with Transformation and Change Manager and team to lead on delivery of programme system change objectives

Managerial responsibilities

Reports to: Head of Programme

Responsible for: Senior Data Administrator & Programme Co-ordinator/Assistant (vacant position)

Organisational responsibilities

All staff are expected to:

- Demonstrate a commitment to Better Start Bradford's vision, values, aims and core objectives and be prepared to contribute positively towards them
- Promote and develop the positive profile of Better Start Bradford with parents, the community and all other stakeholders
- Liaise closely with other programme and project staff members to ensure the development of integrated objectives and collaborative working

Legal and statutory responsibilities

All staff must comply with Bradford Trident Health and Safety and Safeguarding policies and attend relevant training as required.

Bradford Trident and Better Start Bradford are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All Equality and Human Rights Legislation will be adhered to.

All members of staff are bound by the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Any breaches of the act or the confidential nature of the work of this post could lead to disciplinary action.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

Programme Manager

Person Specification

| Attributes | Essential or Desirable | How Identified Application Form / Interview / Test |
|---|------------------------|--|
| Experience | | |
| 3 years project/programme management experience | E | AF/I/T |
| Experience of working on a complex cross sector programme | E | AF/I |
| Experience of managing staff | E | AF/I |
| Experience of initiating, managing and closing a programme | D | AF/I |
| Experience of working with an external evaluation function | D | AF/I |
| Qualifications/training | | |
| Recognised Programme Management Qualification | E | AF |
| Degree level qualification | E | AF |
| Management and /or Leadership qualification | D | AF |
| Special knowledge/skills | | |
| Understanding of and commitment to Better Start Bradford's purpose and objectives | E | AF/I/T |
| Experience of PPMO functions and improvement | D | AF/I |
| Experience of using IT tools to improve programme management | D | AF/I |
| Personal circumstances | | |
| Able to be flexible in your working hours | E | AF/I |
| Disposition, adjustment and attitude | | |
| Ability to prioritise own workload and manage time effectively | E | AF/I |
| Able to multi-task and work well under pressure | E | AF/I |
| Committed to including the parent voice in decision making | E | AF/I/T |

Candidate Privacy Notice

This role will be employed by Bradford Trident and funded through The National Lottery Community Fund.

As part of our recruitment process we collect, process and store information about you. We do this for the purpose of being able to communicate with you throughout this process as needed. By applying for this post, you give consent for us to process your information as is described here in the notice.

As part of the recruitment process, we will be collecting equality monitoring. This is anonymised. We report on this information to our board to ensure our recruitment practices are fair.

If your application is unsuccessful, we will securely destroy any identifiable personal information.

If your application is successful, we will keep your information so we can invite you to the next stage of the process. We will never share or sell your data to any third party organisations.

If you would like to read the longer and more detailed version of this privacy notice, please email jobs@betterstartbradford.org.uk.