

Job title	Programmes Manager
Purpose	i) To ensure that Heart of Bucks operates timely, effective, and efficient grants and loans programmes which support, and create positive engagement from the VCSE sector in Buckinghamshire. ii) To work on the effective design and delivery of major funding programmes
Reports to	Head of Operations (HdOps)
Salary Range	£27,500 - £32,448 per annum FTE [£22,000 - £25,958 pa for 30 hours pw]
Job hours/days	Part time 30 hours p/w – working days by arrangement
Duration	Two-year fixed term contract
Location	Aylesbury, Buckinghamshire. Occasional travel around Buckinghamshire and outside the county. Hybrid working arrangements are available, but there will be a requirement to spend days in the office every week.
Closing date	30 th July 2023

Main Duties

- Oversight and supervision for overall grants and loans programmes (£2m+ per annum), in conjunction with the HdOps and other members of the Senior Management Team as required.
- Day-to-day management of the Programmes Team ensuring that;
 - HoB Grants & Loans programmes are delivered professionally, efficiently, and consistently.
 - Outreach programmes are developed and delivered to support the VCSE sector.
 - Grants programmes align with the needs of the sector and donors.
- Work with the HdOps on the impact reporting of programmes.
- Work with HdOps on the development of major, high-profile programmes of grant funding.
- Work with the HdOps on the Digital Transformation Project
- Support the HdOps with strategic development of grant making.

Management & Budget responsibility

Reports to: Head of Operations

Line manager for: Programmes Officers

Budget responsibility: No direct responsibility but influence in significant (£100k+) funding programmes.



Management level responsibility: Work with some intermittent supervision. Awareness of and contribution to organisational budgets. Typically a people manager, with regular internal and external decision-making and influence. Will contribute to strategic/organisational discussions (with support). Required to take a leading role in straightforward external interactions. Project and task span typically measured in weeks and months.

Specific Responsibilities

Management of Charitable Grant Programmes

- Responsible for the timely delivery of efficient, effective grants and loans programmes, developed and designed to reach all areas of the community.
- Work with Head of Development to ensure that donors' philanthropic aims are delivered.
- Authorisation of grants where decisions are delegated to staff.
- Work with Head of Operations, and Policy & Insight Manager to develop programme-level impact reporting.
- Work with Head of Operations to develop and deliver the operational management of new grant-making projects, in particular large-scale funding programmes.

Management of Staff

- Line management of a small team of Programmes Officers.
- Contribution to the effective management of the whole organisation, with other teams and organisational processes as required.

Outreach

- Lead the Programmes Team in the development and delivery of an effective outreach and workshop programme aimed at building capacity for effective grant applications and outcome reporting in the VCSE sector.
- Attend external partnership and stakeholder meetings to represent HoB as needed, working closely with the Policy and Insight Manager to ensure HoB are well-represented externally.

Record-keeping, reporting and research

- Support Head of Operations with maintenance and development of CRM as required (incl Digital Transformation Project).
- Support the Head of Operations with the external reporting of grant making (eg 360 Giving, UKCF).
- Keep own knowledge and skills up to date with current and emerging best practice in grant-making.

Other duties (to include but not limited to):

- Work with the Development Team and other staff to support the delivery of internal and external conferences and events.
- Deputise for the Head of Operations as and when necessary.
- Other reasonable duties as required, to ensure that the charity operates smoothly.



Person specification

	Essential	Desirable	To be tested by (A= application, I = Interview, T=Test)
Qualifications			
Relevant degree or Level 5/6/7 qualification		X	A
Relevant professional qualification/accreditation		X	A
Knowledge			
The effective management of grants programmes		X	A, I
Charity Sector funding methods	X		A, I
Salesforce (or similar CRM and database systems)		X	A,I
The local voluntary/community sector in Bucks		X	A,I
Charity/third sector governance and finance	X		A,I
Understanding of the need for confidentiality and discretion with sensitive information, including GDPR	X		A,I
Skills			
Supervision and line management experience		X	A,I
Excellent written and verbal English – eg able to write and contribute towards complex reports	X		A,I
Excellent organisational and administrative skills: the ability to manage multiple priorities, work well under pressure and meet deadlines	X		A,I,T
Excellent interpersonal skills, able to work collaboratively with a variety of internal and external stakeholders	X		A,I
Confident public speaker, able to communicate effectively with and present to a variety of audiences	X		A,I,T
Personal attributes			
Enthusiastic & Flexible. Responds positively to opportunities	X		I
Able to prioritise effectively	X		I, T
Reliable, self-motivated and self-organising with high levels of initiative	X		I
Confident, approachable and personable	X		I
Attentive to detail and completion of projects	X		A,I,T
Able to adapt style to motivate and engage different team members and audiences	X		A,I
Motivated self-learner	X		A,I
Other			
Able to travel independently for work	X		A
Ability to work out of hours occasionally (time off in lieu)	X		A,I



Application process

Please e-mail your cv and a covering letter to our Head of Operations, Carolyn Clarke - Carolyn@heartofbucks.org outlining why you think you are suited to the position and explaining how you fulfil each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our ethos. We actively promote equality of opportunity and welcome applications from a wide range of candidates. We value experiential learning and experience as well as formal qualifications and select all candidates for interview on this basis.

Applicants with "unspent" convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us. There is more information about this here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>

Interviews will take place during w/c 7th August 2023

