# Programme Manager job pack

## Background information

Church Action on Poverty is a charitable company limited by guarantee, established in 1982, as an ecumenical response to the re-emergence of poverty as a major issue of public concern in the UK, and rapidly grew into an effective campaigning organisation within the churches, working in partnership with people in poverty and a wide range of other partners across the UK.

Church Action on Poverty works to develop lasting approaches to tackling poverty through creating new spaces and opportunities for people with direct experience of poverty to contribute to shaping public attitudes and public policy.

We are committed to securing the resources to build a movement which brings together a diverse range of people from churches and local communities across the UK, to challenge injustice, tackle inequality and bring about positive change on issues which affect them, both locally and nationally.

## Job description

### Main tasks

The post-holder is responsible for the management and delivery of Church Action on Poverty's programme activity by: coordinating and line-managing the organisation's programme staff and freelance associates; working with staff to promote high programme quality; taking a lead in the development of programmes in line with the organisation's strategic vision and aims; and ensuring the efficient use of programme-related funding and resources.

#### Managing staff, volunteers and associates

- To provide management, support and supervision to programme staff and freelance associates, including conducting annual appraisals and promoting professional and career development, in line with Church Action on Poverty's staff handbook.
- To provide management and support to volunteers, including identifying and developing new volunteering opportunities, in line with Church Action on Poverty's volunteer policies.
- To promote effective team working through developing and supporting a number of short- and long-term team clusters, in conjunction with cluster leads/coordinators.
- To ensure efficient management of workload, including promoting cross-organisational working, and reviewing job roles as appropriate.

**Managing programme resources**

- To manage Church Action on Poverty's programme expenditure in line with the agreed programme and project budgets.
- To ensure that programme income targets are met, including from fees and consultancy income, and other external sources (eg trusts) as appropriate.

**Programme quality and development**

- To oversee the delivery of programmes, ensuring agreed outputs, targets and timescales are met, and all reporting on programme activities is carried out in an appropriate and timely fashion.
- To ensure overall programme quality, in conjunction with cluster leads/coordinators.
- To take a lead in developing programmes, in accordance with the organisation's strategic vision, aims and strategic plan, including overseeing the negotiation and establishment of new programme activities and partnerships as appropriate.

**Organisational management**

- To serve as a member of the management team, contributing to discussion of relevant issues and problem resolution.
- To play a key role in ensuring that the internal organisational culture and behaviours reflect the values of Church Action on Poverty.
- To share responsibility for organisation-wide issues, and contribute to strategic and year planning for the organisation.

## Accountability and reporting arrangements

- Employed by Church Action on Poverty Ltd.
- Accountable to and offered line management/support by the National Coordinator.
- Working closely with the Finance and Business Manager and programme delivery staff, including programme coordinators and officers, campaigns and public affairs staff, research and information and administrative staff.

## Terms and conditions

- Employed 28 hours per week. Permanent contract, with six-month probationary period.
- Salary paid on the Grade F scale (points 36-41), equating to £30,011 - £34,549 (pay award pending). Church Action on Poverty's policy is to start new staff at the bottom of the scale, unless they have previously been paid at a higher rate.
- 25 days holiday per annum (plus statutory bank holidays) pro rata.
- Church Action on Poverty will make an employer's pension contribution of 10%, providing the employee contributes 5%.
- Further details are contained in the Church Action on Poverty staff handbook, copies of which are available on request.
- The post will be based in Church Action on Poverty's Manchester office. The office has full disabled access.

## Person specification

| Criterion | Assessed by |
|---|---|
| **Skills and knowledge** | |
| A proven ability to effectively manage, support and supervise staff | *AIR* |
| An understanding of and commitment to participatory ways of addressing poverty and exclusion | *AIR* |
| An understanding of team dynamics | *AIR* |
| Persuasive communication and negotiation skills | *AIR* |
| A proven ability to promote effective collaboration and team working across a range of skills, approaches and expertise | *AIR* |
| A proven ability to manage organisational change | *AIR* |
| A proven ability to manage and deliver complex work programmes on time and to budget | *AIR* |
| Knowledge and/or experience of participatory learning methods | *AIR* |
| To work from and articulate a clear personal value base | *AI* |
| **Experience** | |
| At least five years' experience of managing a staff team who cover a range of functions | *AIR* |
| At least two years' experience of programme management | *AIR* |
| Proven experience of managing a range of projects to agreed outcomes | *AIR* |
| **Work-related circumstances** | |
| Willingness to work some evenings and weekends | *I* |

*A = Application; I = Interview; R = Reference*

# Application for employment
## *Confidential*

Church Action on Poverty

Job applied for: _____ Closing date: _____

### Personal details

Surname: _____ Other names: _____

Permanent residential address: _____

_____

_____ Postcode: _____

Daytime telephone: _____ Evening telephone: _____

Email address: _____

Where did you see this job advertised? _____

### Referees

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.**

| **First referee** | **Second referee** |
|---|---|
| *Delete as appropriate:*<br>Current employer / former employer / friend / other *(specify)*: _____ | *Delete as appropriate:*<br>Current employer / former employer / friend / other *(specify)*: _____ |
| Name: _____ | Name: _____ |
| Address : _____<br>_____<br>_____ | Address : _____<br>_____<br>_____ |
| Email address: _____ | Email address: _____ |
| Telephone number: _____ | Telephone number: _____ |
| ☐ *Tick here if you do not wish us to approach this person without prior permission.* | ☐ *Tick here if you do not wish us to approach this person without prior permission.* |

# Equal Opportunities monitoring

*The information in this section will be treated in the strictest confidence, and used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.*

## Gender

*Please put a tick in one of these boxes.*

I am... Female ☐ Male ☐

## Disability

*Please put a tick in one of these boxes.*

Do you consider yourself to be a disabled person? Yes ☐ No ☐

*Please give further details if you wish:*

_____

## Age

*Please put a tick in one of these boxes.*

I am.. under 18 ☐ 18-24 ☐ 25-44 ☐ 45-64 ☐ 65 or over ☐

## Ethnic origin

*Please put a tick in one of these boxes.*

I would describe my ethnic origin as...

Bangladeshi ☐

East African Asian ☐

Indian ☐

Pakistani ☐

Chinese ☐

Vietnamese ☐

Other Asian (*please specify)* ☐

_____

Middle Eastern ☐

Caribbean ☐

African ☐

Other Black *(please specify)* ☐

_____

White & Black Caribbean ☐

White & Black African ☐

White & Asian ☐

Other Mixed Origin (*please specify)*☐

_____

Irish ☐

White British ☐

Other White (*please specify)* ☐

_____

## Work experience

*Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for.* ***Start with the most recent. Use the space below and please do not attach a CV.***

| **Name and address of employer or organisation** | **Job title or role** | **Paid?** ***(yes/no)*** | **Main duties** | **From** | **To** ***(month/ year)*** | **Reason for leaving** |
|---|---|---|---|---|---|---|
| | | | | | | |

## Qualifications

### Academic and/or professional

| Date | Qualification | Level | Where obtained |
|---|---|---|---|
| | | | |

### Training

*Include any short courses you have taken.*

| From | To | Details |
|---|---|---|
| | | |

## Personal statement

Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

1) Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.
2) Please show concrete evidence and real examples of how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

## Disabled applicants

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel's attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

_____

_____

_____

_____

## Health and medical conditions

Do you suffer from any medical conditions that might affect your ability to carry out the job?

Yes ☐ No ☐

*If yes, please give details:*

_____

_____

_____

## Period of notice

How soon after an offer of employment would you be able to start the job?

_____

## Declaration

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed: _____

Date: _____

*Please return to Church Action on Poverty, Dale House, 35 Dale Street, Manchester M1 2HF*