

Job Description

Job Title:

Response Programme Manager

Department:

Programmes and Partnerships Directorate

Reports to:

Director of Programmes and Partnerships

Direct Line reports:

Response Programme Grants Advisor

Location:

Home based/Turn2us Head Office, Hammersmith

Contract:

12 months

Purpose of the Role:

To lead on designing, and implementing new grant-making programmes to individuals who are affected by Covid 19 in collaboration with external partners.

Key Responsibilities and Accountabilities:

To lead innovative and efficient programme practice that puts the dignity of people at the heart of all we do and focusing on the impact of programming

To work with external partners and Turn2us staff to develop new grant making

programmes in response to the current Covid 19 pandemic
To develop collaborative, sustainable relationships with partners
To design and manage teams to deliver on new programmes

Key Duties

To lead innovative and efficient programme practice that puts the dignity of people at the heart of all we do and focusing on the impact of programming

To design individual grant making programmes in co-production that put people's dignity at the forefront of all decision making
To integrate strong safeguarding practice into all programme design
To be flexible in grant-making approaches to ensure speed and efficiency in grant making
To work closely with the impact and innovation directorate to ensure insights, new digital approaches and co-production are embedded in new grant making programmes
To work closely with the information and helpline team on programme design, and ensuring our other programme approaches align effectively with new programmes
To consider the long term impact of grant making and programmatic approaches in programme design
To design programmes with a strong understanding of the differential impact of the crisis on different people and target work to those who are most vulnerable

To work with external partners and Turn2us staff to lead new grant making programmes in response to the current Covid 19 pandemic

To assess opportunities to collaborate with partners and recommend to Turn2us Senior Leadership Team and Senior Management Team which opportunities are most appropriate
To integrate existing good practice, and emerging good practice, in grant making and programme approaches and ensure a strong learning approach
To embed strong project management and budget management approaches
To embed programmes into existing and emerging Turn2us systems
To work with colleagues across the organisation to integrate new programmes into the core programmatic work of Turn2us
To support fundraising for new programmes and to support reporting to donors

To develop collaborative, sustainable relationships with partners

To develop collaborative partnerships that enable Turn2us and our partners to have greater impact for people during this crisis
To develop partnership agreements based on trust, mutual accountability, due diligence and strong safeguarding practice
To negotiate with partners to build mutually agreed outcomes for new programmes

To build strong accountability mechanisms into partnerships and programmes

To design and manage a team to deliver on new programmes

To work within fundraised income budget to resource new programmes
Recruit and line manage programme delivery staff as required and in line with external funding allocations

To work with existing teams within the charity as required to deliver the programmes, in consultation with heads and managers

These are the normal duties, which the Charity requires from the position. However, it is necessary for all staff to be flexible and all employees will be required from time to time to perform other duties as may be required by the Charity for the efficient running of the charity. This Job Description is non-contractual. It will be reviewed from time to time and may be subject to change. The post holder will be expected to ensure that their work complies with contractual terms and conditions, the Charity's policies and procedures and key legislation, such as data protection and charity law.

Person Specification

Education/Experience:

Necessary:

Substantial experience designing, delivering and improving projects or programmes

Experience working effectively and efficiently in a fast changing environment

Strong experience working in partnerships/collaborations

Experience working in matrix management or accountability structures

Experience building successful relationships outside of team/management structures

Experience managing a diverse/technical team

Desirable:

Understanding of grant making

Skills:

Necessary:

Strong understanding of social justice issues including equity, diversity, disability, race and gender

Innovative, flexible attitude

Data literate

Strong written and numeracy skills

Desirable:

Understanding of co-production and participation

Database knowledge

