**Job Description**

**JOB TITLE :** Programme Manager (Cranbrook)

**GRADE :** Indicative Grade K

**POST NO :** New

**TERMS**  **:** 3 year Fixed Term contract - 1.0 FTE

**SERVICE :** Communities, Health & Wellbeing, Sport and Leisure

**UNIT :** Active & Healthy People

**REPORTS TO :** Active & Healthy People Programme Lead

**RESPONSIBLE FOR :** Programme Management of the Sport England Local Delivery Pilot

**LIAISON WITH :** Director, Active and Healthy Lives Programme Lead, Sport England Local Delivery Pilot team; evaluation partners officers in other departments & local authorities; Sport England officers; a wide range of external stakeholders in the public, private & voluntary sectors; Elected Members

**PURPOSE OF JOB**

This post will support, enable and facilitate the effective delivery of the Sport England Local Delivery Pilot with a particular emphasis on ensuring that projects deliver in Cranbrook. The post will manage the delivery plan for Cranbrook and ensure integration with wider LDP programme streams. The post will be embedded within the Active and Healthy People team and contribute to the overall management of the Local Delivery Pilot.

This post will work with a range of stakeholders in the public, private & voluntary sectors to ensure effective and impactful delivery of the programme outcomes. The post will have particular responsibility for supporting and guiding the local SELDP Cranbrook Steering Group.

**GENERAL MANAGEMENT ACCOUNTABILITY**

1. Responsible for effective operational management in accordance with council policies and procedures.
2. Responsible for contributing to the effective operation, development, management and implementation of the Sport England Local Delivery Pilot Programme

**MAIN ACTIVITIES**

1. To lead the integration of Cranbrook into the Local Delivery Pilot programme to achieve the vision of Exeter being the most active city and Cranbrook being a pioneering place for families being active together
2. To support the Active & Healthy People Programme Lead to ensure effective Local Delivery Pilot programme management and manage specific contracts commissioned with local delivery partners
3. To ensure a whole system approach to delivery across the programme team and ensure Cranbrook is embedded within the programme workstreams
4. To advocate and promote the programme across all partner organisations working through the appropriate governance structures and networks. To work collaboratively in partnership with local stakeholders, the community and local residents to encourage and support active involvement in the programme.
5. To work with the Cranbrook Steering Group and regularly report on programme delivery and performance. To work with the group to unblock challenges and identify solutions to effective programme delivery
6. To provide effective contribution to the Active & Healthy People team, Programme Leadership and Governance to ensure maximum learning from the programme
7. To work with the Evaluation Lead and Evaluation Partner to ensure there is robust monitoring and evaluation in place for demonstrating impact of programme delivery
8. To deliver an agreed annual programme of communications activities in line with the programme communications strategy
9. Critically analyse information and risks in order to inform wider decision making, managing risk registers and escalating as appropriate ensuring relevant mitigations are sought.
10. Ensure the programme is managed in adherence to best practice and standard approaches for programme and project management.

**DATE LAST UPDATED:** **September 2019**

**Person Specification**

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**SERVICE : Communities, Health & Wellbeing, Sport & Leisure**

**UNIT : Active & Healthy People**

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|  | **CRITERIA** | **ESSENTIAL/ DESIRABLE (E/D)** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS &****KNOWLEDGE** | BSc. or MSc. in (or equivalent), Public Health, Health Promotion, Health Policy, Health economics/statistics, Sports and Leisure Management, Programme Management, Community Development or similarProgramme or Project Management qualification or evidence of comparable management training/experience Comprehensive understanding and application of active lifestyles programmes, insights and evaluation methodologies (e.g. Sport England, Public Health)Asset Based Community Development from policy to practice  | EEDD | A, C,A, C, A, C, I, RA, C, I, R |
| **EXPERIENCE &****SKILLS** | **Professional**A minimum of 5 years post qualification experience and a good understanding of programme management Experience and a good understanding of asset based community development and the role of active lifestyles to improve community health & wellbeingAbility to lead and motivate a diverse range of stakeholders and community groups to ensure effective programme deliveryAbility to work within a high performing team, contribute towards its growth and development, to achieve sustainable outcomes for communitiesUnderstanding of whole systems thinking and behaviour change to achieve population improvement in health & wellbeing **Planning organisational and Communication skills**Excellent written and oral communication skills with ability to provide evidence-based policy advice to decision makers in report format (e.g. senior managers, external partners and Members).Good presentation skills, with the ability to present to a variety of audiences.Excellent analytical, organisational and forward planning skills, with the ability to develop and implement programme plans for the medium termWell-developed communication and influencing skills, experience of working with a complex range of stakeholders Good project management skills with practical experience and track record in delivering successful outcomes for communities | EEEEDEEEDE | A, C, I, R, TA, IA, I, RA, I, T, RA, IA, I, RA, I, TA, I, TA, I, TA, I, T |
| **SPECIAL REQUIREMENTS & ATTITUDE** | A passion for being active, developing active lifestyles programmes and working to improve communitiesAbility to apply ‘critical thinking’ to problems and find workable solutions.Ability to think differently and creatively in response to challenges of improving population health and wellbeingAbility to frequently use initiative and to operate under the minimal of supervision only.Ability to develop strong relationships and build capacity of local community networksAbility to prioritise own work and produce high quality, accurate work to tight timescales. | DEEEEE | IA, I, TA, IA, I, RA, I, TA, I, T |
| **OTHER** | Good IT skills, including Microsoft Office, similar applications and the ability to manage databases.A demonstrable commitment to equal opportunities & customer care.Knowledge and insight of the community of Cranbrook and an understanding of the challenges and opportunities faced by a rapidly growing townKnowledge of national physical activity & sport policies and current thinking and approaches to tackling population inactivity challenges | EEDD | A, CA, I, RA, IA, I |

**COMPLETED BY:** Active & Healthy People Programme Lead

**DATE:** September 2019

**CATEGORY:** A – Application, C - Certificates, T – Testing, I – Interview, R - Reference