

BLACKBURN WITH DARWEN

**COUNCIL FOR VOLUNTARY SERVICE**

**TRADING AS ‘COMMUNITY CVS’**

**JOB DESCRIPTION**

**JOB TITLE:** Programme Manager

**EMPLOYED BY:** Blackburn with Darwen Council for Voluntary Service

**SALARY:** £33,782 (full time)

**WORKING HOURS:** 37 hours per Week

**RESPONSIBLE FOR:** The Upskilling the Health and Social Care Workforce project.

**RESPONSIBLE TO:** Chief Executive Officer

**SUMMARY OF POST:**

To take the lead role for the development and delivery of the Upskilling the Health and Social Care Workforce project ensuring appropriate policies, systems and procedures are in place and a robust project plan is kept up to date.

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Project Planning and Delivery**
2. To develop a robust project plan for agreement by the CVS Executive and the project steering group.
3. To ensure the collaborative agreement is in place prior to partners starting on the project
4. To maintain strong relationships with all delivery partners and keep abreast of individual and collective performance.
5. To develop and deliver the equality and sustainable development policies and plans.
6. To maintain the project risk register and ensure the CEO, trustees and project steering group are aware of any risks and the mitigations that are being implemented to manage the risk.
7. To ensure any procurement is undertaken within the EU guidelines and is compliant with the requirements of the funder and law.
8. To manage the marketing and publicity in line with guidance to ensure compliance.
9. **Finance & Resources**
10. To prepare financial reports for the Chief Executive team as required and prepare financial information to meet contract monitoring and grant monitoring requirements
11. To be a responsible signatory approving project expenditure within the scheme of delegations.
12. To be the key point of contact for any external audits (e.g. Article 125, etc.)
13. **Management Information Systems**
14. To liaise with the Governance and Compliance Manager to develop the Views database to capture all the information required by the project.
15. To prepare management information reports for the Chief Executive team and project leads and assist with the completion of monitoring returns for commissioners, prime contractors, funders, key stakeholders, etc.
16. To monitor and support staff and delivery partners to ensure that data inputting is accurate and up to date
17. To monitor and support staff and delivery partners to ensure evidence of participant eligibility, project activity and outcomes and results are compliant with the requirements of the funding bodies
18. To produce management information on key performance indicators, etc. for the project for project managers and organisational leaders, the project steering group, CVS trustees and for external use for local stakeholders and for publicity purposes (e.g. annual reports, website dashboards, briefings, etc.)
19. To monitor and support staff who will be supporting the organisation with marketing and communications (e.g. websites, e-bulletins, use of social media) and ensure that they are compliant with the requirements of the funding bodies
20. To work closely with the Governance and Compliance Manager to ensure document retention and archiving is compliant with the requirements of the funding bodies.
21. **Project Administration**
22. To ensure all project staff maintain effective filing systems for all relevant paperwork relating to the project and ensure that we capture, store and maintain computerised and manual records to meet the needs of the DWP, European Union and ourselves.
23. To manage the claims process to meet external deadlines
24. To support colleagues across the organisation and undertake any other duties as required, as deemed appropriate by the Chief Executive Officer and is commensurate with the post

MANAGEMENT

The staff of CVS are ultimately responsible to the Executive Committee which is made up of elected representatives from the CVS membership. Day to day management responsibilities are delegated to the Chief Executive and the management team. The Chief Executive reports to the Chair.

## CONDITIONS

This is a full time, which equates to 37 hours per week. The salary is £33,782.

Holiday entitlement is 22 days plus 8 statutory days and the days between Christmas and New Year (increasing to 27 days after 5 years service). Holidays are pro rata depending on the number of hours worked.

**POLICIES AND PROCEDURES**

You are required to make yourself aware of, understand and act on, your obligations to yourself, to work colleagues, to CVS, to our customers and other stakeholders. These obligations are contained in the Employee Handbook and supporting handbooks, which are available on the shared drive or from any manager. Staff must pay particular attention to the Equality and Diversity Policy, Customer Care Policy, IT Policy, and, Health and Safety Policy and adhere to all CVS policies and procedures at all times.

**This post is funded by external projects and will be funded by the European Structural and Investment Funds until the 31st December 2023.**