



Job Description

Position Title:	Programme Manager
Location:	Fairley Street, Glasgow
Department:	Trust
Reporting to:	Programme Director
Salary:	£30,913 + pension

The Role:

The post is defined by management responsibility for the Trusts three main work streams; learning and development, boat building and rural. Currently these are primarily made up of one main programme each; Journey On (50% of PM time), Anchor and Sail (30%) and Barmaddy (20%) respectively.

The Programme Manager, reporting to the Programme Director, is a new post that will be responsible for management of Trust activities, including; managing activity to deliver outputs and outcomes and managing people and resources to achieve these. Responsibilities will include planning, reporting and budget management. The post will have 4 – 6 direct reports who deliver the scope of the Trust's activities.

The Responsibilities:

- 1 Facilitate the production of annual (bi-annual) activity planning through using our internal communication structure (teams) and in consultation with the Programme Director.
- 2 Ensure that each activity has a clear plan and objectives that match the strategic objectives of the organisation with clear, timebound outcomes.
- 3 Ensure the administration systems provide clear, timely and accurate information about all Trust areas and that these enable good management and decision-making.
- 4 Produce a Trust budget working with the Programme Director for presentation to the Board of Directors.
- 5 Report to current funders as the basis of maintaining good relationships.
- 6 Line manage for 4-6 direct reports ensuring effective use of the performance management framework; ensuring each staff member has clear responsibilities.
- 7 Oversee the implementation of the Volunteering Policy, with particular regard to ensuring the volunteer experience and the individual's ongoing development in

- cooperation with the relevant staff.
- 8 Ensure that all volunteers are supported to make the most effective use of their time and are recognised for their contribution in a regular/formal way.
 - 9 Responsible for recruitment, selection and induction of all direct reports and their ongoing development and on the job training.
 - 10 Contribute to learning and development in the Trust to deliver continuous improvement.
 - 11 Monitor inputs, outputs and where possible impact of our work with participants both intended and unintended and use these to further the work of the Trust.
 - 12 Compliance with the legal and regulatory framework of all aspects of Trusts programmes.
 - 13 Support management of Health and Safety relating to Trust activities.

JOURNEY ON

This programme aims to provide positive learning journeys that reconnect people with the best within themselves and enable them to achieve a level of personal resilience that improves their personal lives and improves their employment prospects.

- 14 Ensure that there is a robust participant programme supported by effective staff and systems.
- 15 Oversee processes for referral, initial assessment, induction and learning journeys/appraisal of all Journey On participants working with other key staff including Office Manager.
- 16 Oversee the creation of learning journey plans or maps including processes for assessment and securing progression as well as supporting personal development and developing core skills; literacy, employability etc.
- 17 Liaise with relevant staff to plan and deliver the options programme for skills development in the social enterprise areas, personal growth activities and outreach opportunities.
- 18 Oversee extracurricular opportunities, in support of the above, provided by events, cultural, excursions and voyaging activities. Ensure systems are in place to manage these activities safely with adequate supervision.
- 19 Initiate partnership work with appropriate agencies that will extend the learning experiences to the offer to participants and support external or wider progression.
- 20 Establish and support progression pathways in to employment and further education or external volunteering opportunities.
- 21 To put in place a framework to record and evaluate learning journeys in ways that contribute to the continuous improvement of participant's experience and outcomes and are meaningful of themselves to our participants.
- 22 Design and implement systems to support the smooth management and

administration of participant activities and services.

23 To work with the workshop staff in providing a workplace that challenges, inspires and creates the conditions conducive to recovery and transformation.

24 Undertake monitoring and evaluation of the Journey On programme to underpin improvements and demonstrate the difference made.

ANCHOR & SAIL

25 Support the Lead Boat Builder in managing the Anchor and Sail project.

26 Improve and support systems to manage participant activity, attendance and progression.

27 Management support to the Lead Boat Builder in delivering on the range of agreed project outcomes; apprenticeships, skills development, heritage engagement, public events and interpretation.

28 Oversee compliance with funder requirements and project records.

29 Explore and support the development of future boat building programmes.

BARMADDY

30 Oversee the development and delivery of new activity to benefit new participant groups particularly Argyll and Bute residents.

31 Oversee processes of admission and attendance etc.

32 Put in place adequate methods to record and evaluate programme activity and demonstrate impact.

33 Manage staff and resources to deliver recovery focused programme and deliver the current service level agreement with Journey On.

Some out of hours working will be required for Clanship activity, events etc.

Operate at all times in keeping with the values of GalGael and behave as a collaborative, inclusive and respectful manner.

	CRITERIA
SKILLS (Competence and Aptitudes)	Track record of planning managing & delivering projects and programmes of work preferably in a personal development or adult education context Ability to use interpersonal skills to build and sustain relationships. Ability to respond creatively to emerging needs of participants and work. Ability to demonstrate empathy and belief in the potential of life transforming processes to make differences in peoples lives. Ability to encourage, persuade and motivate people at all levels. Working knowledge of behavioural approaches to build trust & resolve conflicts. Excellent verbal, written and presentation skills & general communication.

	<p>Working competence with IT programmes/software</p> <p>Ability to design essential admin & systems with monitoring & evaluation for continuous learning/improvement.</p> <p>Grasp of budgeting and financial controls.</p>
PREVIOUS EXPERIENCE	<p>Proven ability to manage developmental activity and achieve targets.</p> <p>Proven ability to manage and develop staff and create healthy teams.</p> <p>Ability to organise own work load and prioritise tasks.</p> <p>Relevant experience in guidance, caseload management, adult education, employment/training or related field desirable.</p> <p>Broad project management experience & balancing competing priorities within timescales.</p> <p>Experience of working within the voluntary sector desirable.</p> <p>Experience of group work and popular education techniques desirable.</p> <p>Awareness of referral networks with potential partner organisations</p> <p>Design and implementation of office systems that would underpin the programme</p>
KNOWLEDGE	<p>Good understanding of community resources and local labour market desirable.</p> <p>Understanding of the wider determinants of health and complex barriers to progression.</p> <p>Knowledge of personal development approaches and techniques including associated areas such as group dynamics.</p> <p>Knowledge of approaches such as popular education, systems thinking, co-production and asset-based approaches to health desirable.</p> <p>Understanding of the DWP regulatory framework for Welfare to Work providers desirable.</p>
QUALIFICATIONS (Educational and Vocational)	<p>Educated to degree level or equivalent in community development, adult education or a similar discipline that would be of benefit to this post.</p> <p>Other relevant professional and vocational qualifications.</p>
OTHER FACTORS	<p>Able to communicate and work effectively at all levels; participants, volunteers & partners. To be approachable, easy to talk to and able to earn participant's confidence in a natural way.</p> <p>Open to exploring new ways of working in team and organisational contexts.</p> <p>Able to participate as part of our governance system – Sociocracy.</p> <p>Willingness to be flexible to help the organisation meet changing demands.</p> <p>A strong interest in the work of GalGael & a commitment to its values.</p> <p>Current full driving licence desirable & recognition of some out of hours and off site working. PVG Scheme Membership</p>

DRAFT July 16