# United Way UK – Programmes & Partnerships Manager

**Title:** Programmes & Partnerships Manager

**Contract:** Full-time, 12-month contract with the opportunity to become permanent

**Location:** Home based with regular UK travel as required

**Reporting to:** CEO

**Salary:** £41,500 per annum

**Job Summary**

United Way is a global movement, fighting for the health, education and financial stability of people in all communities.

The Programmes & Partnerships Manager at United Way UK leads our talented delivery team and supports the CEO with relationship development and strategic planning.

The post holder must be a strong team player and problem solver, with initiative, reliability and high emotional intelligence.

**KEY RESPONSIBILITIES**

Programmes

- Lead the design, delivery and growth of UWUK programmes
- Lead the programmes team to ensure successful delivery and reporting of programmes
- Lead impact reporting to various audiences, including funders, United Way Worldwide and volunteers
- Lead programme financial reporting including project budget design, management and reporting
- Support income generation, including creating, developing and writing proposals
- Ensure programmes are delivered in compliance with safeguarding, data protection, and charity regulations
- Ability to travel throughout the UK to support with project delivery including facilitating volunteering opportunities and giving presentations to partners at various stages of programme delivery
- Support CEO and UWUK systems with accurate and timely information about project status, budgets and spending

Partnerships

- Support with scoping, developing and securing partnerships across sectors
- Build and maintain strong relationships with funders, partners, schools and charities across the UK
- Support the organisation of fundraising events, campaigns and other fundraising activities

Line-Management

- Line-manage two programme support staff, supporting professional development, and conducting performance reviews
- Promote strong team morale and wellbeing

Operations

- Support the CEO with data and information for reporting to United Way UK Board of Trustees, United Way Worldwide and UK regulators
- Engage with strategic planning and support implementation planning, leading weekly operations meetings

*Any other related duties as requested by the CEO*

**PERSON SPECIFICATION**

The successful candidate will demonstrate the following essential skills and experience:

- Experience in programme management, stakeholder engagement and partnership building, with strong relationship skills combined with a natural ability to cultivate positive relationships with internal stakeholders, charity partners, prospects, funders, corporates, volunteers and internal partners
- Strong project management skills with ability to manage diverse tasks and priorities with attention to detail and accuracy.
- Experience of monitoring and evaluation to collect feedback from stakeholders and continually improve and learn from programmes and report to funders.
- Solid communication skills, in both written and oral English, with the ability to confidently present to stakeholders and write compelling project proposals.
- Experience working in the charity sector or within corporate social responsibility.
- Experience managing staff, including supporting professional development, conducting performance reviews, and promoting strong team moral and wellbeing.
- Experience in volunteering, either working with, or leading volunteer programmes, or being a volunteer.

- Experience either leading or supporting proposal writing for programme delivery including project budget development.
- Advanced Microsoft Office skills, including Excel, Word, Outlook and PowerPoint.
- Full driving license.

The successful candidate will demonstrate the following personal attributes:

- Self-motivated and results-driven
- Proactive and responsive
- Ability to work on own initiative and as part of a team
- Collaborative work style and supportive team player.
- Commitment to the core mission, values and work of UWUK.

As UWUK is a small organisation, the ideal successful candidate may also have fundraising experience although this is not essential.

**CULTURE AND LOCATION**

The UWUK team are passionate about their mission and delivering results and have a caring, trusting, collaborative and close-knit culture, based on shared values and respect. This role is home-based, but you will be able to travel regularly across the UK, at least 2-3 times a month and be willing and able to easily attend meetings in London on a regular basis. Travel is covered but you will need to be able to be based with easy access to a major transport hub. A good internet connection is also vital to support engagement in online office presence and regular Zoom calls.

**UWUK'S COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

UWUK is committed to a diverse, equitable and inclusive work environment respecting differences and guaranteeing the same rights to all its employees. UWUK provides equal employment opportunity to all employees and applicants without regard to race, religious creed, colour, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, or other personal characteristics as may be protected by applicable law.