



## Strategy and Transformation - Programme Management Office

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| <b>Job Title:</b>        | Programme Planner        |
| <b>Reporting to:</b>     | Senior Programme Manager |
| <b>Dogs Trust Grade:</b> | E                        |
| <b>Location:</b>         | London office            |

### Job Purpose

The Programme Planner is responsible for developing and maintaining complex plans for the organisation's Transformation Programme and providing targeted and specialist planning support to priority programmes, projects and workstreams across the wider portfolio.

Being an expert in planning, they will ensure dependencies, milestones, timescales, deliverables, and roles are accurately reflected in plans to confirm feasibility of plans, support timely decisions, and enable delivery of transformation to an agreed schedule.

The Programme Planner will also be responsible for designing the planning templates and tools for both programmes and projects to use across the organisation, ensuring alignment with other project and programme management standards developed by the Programme Office and the direction of the Head of Programme Management.

### Overview of the Department/Team

Dogs Trust is the largest UK-based canine welfare organisation. It is committed to the care and welfare of dogs. The Strategy and Transformation Directorate incorporates five Departments: Research, Intervention Development, Organisational Development, HR and Programme Office, as well as an EEDI team.

This is an exciting time to join Dogs Trust as we embark on implementing our ambitious strategy and transforming the organisation. The postholder will work with the Senior Programme Manager to ensure a consistent approach to Programme and Project planning within the Transformation programme and across the wider portfolio.

### Key areas of accountability

Support the Head of Programme Management and Senior Programme Manager to develop and maintain a complex, multi-year whole organisation transformation plan.

Own the development and maintenance of detailed phase and project plans.

Accurately reflect critical dependencies in plans.

Proactively and accurately monitor and report on programme progress against the agreed schedule.

Model implications of changes to key milestones and timescales to inform decision-making.

Design the architecture for best practice planning templates and tools for programmes and projects for the Transformation programme, and support wider development of these across the organisation to contribute to a standardised and consistent approach.

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| Support the Head of Programme Management and Programme Managers in the facilitation of planning workshops and collaboration sessions with delivery teams, helping to create product and work breakdown structures and map the logic and sequence of key activities to build plans. |
| Ensure key assumptions underpinning plans are accurately captured in relevant assumptions logs.  |
| Identify and proactively escalate risks and issues in plans to help the Head of Programme Management, Senior Programme Manager, and stakeholders, form solutions to get back on track.   |
| Opportunities for targeted hands-on project management and planning support to key priorities.   |
| Any other reasonable duties.   |

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| <b>Person Specification</b>  |
| <i>Essential skills, qualifications, experience, and attributes</i>                                |
| Expert level proficiency in MS Project.  |
| Must have a relevant project or programme management qualification.                                |
| Demonstrable experience of building and maintaining complex programme plans.                       |
| Demonstrable experience of generating reporting on plans and progress.                             |
| Adaptable and able to embrace change.  |
| Self-motivation and proactive attitude.  |
| An interest in, and commitment to, the work of Dogs Trust.   |
| Ability to work autonomously and within a team, exercising good judgment and using own initiative. |
| Ability to facilitate engaging planning sessions in a user-friendly and accessible way.            |
| <i>Desirable skills, qualifications, experience, and attributes</i>                                |
| Proficiency in Monday.com.   |

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| <b>Additional information</b>  |
| Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel. |
| <b>Last revised: July 2024</b>   |



