

JOB DESCRIPTION

Programmes Manager

Purpose:	To lead on the day-to-day management of grant-funded projects and support the design and delivery of funding calls
Responsible to:	Senior Programmes Manager
Number of hours:	35 hours per week
Length of contract:	Permanent
Salary:	£45,000 plus generous benefits

The role

The postholder will join the Programmes Team and contribute to the successful delivery of a portfolio of interventions, evaluations, and research in early intervention and children's social care. This will involve assisting with the commissioning and management of grant-funded services, evaluations, and research, ensuring they are executed to a high standard.

Key tasks

Grant management

- Lead the day-to-day management of funded grant programmes (both the delivery of a programme by (an) external organisation(s) and its independent evaluation) including working closely with grantees to monitor performance against milestones, identifying risks and ensuring these are mitigated or escalated appropriately
- Plan and lead regular project update meetings with grantees
- Review interim and final reports produced by delivery partners and evaluators as well as the coordination of the quality assurance and peer review process
- Manage project specific budgets, including reviewing grantee financial monitoring reports and ensuring that projects are delivered on budget and/or budgets are realigned as required
- Work closely with the internal data protection officer as well as grantees to ensure compliance with statutory and regulatory requirements
- Coordinate internal project teams on planning, stakeholder management, monitoring, and reporting
- Work closely with a paired lead from our internal Evaluation team to ensure alignment between the delivery and evaluation plans, and that any methodological issues are addressed
- Collaboration with other members of a wider multidisciplinary project team, which might include practice, policy and communications colleagues, to ensure projects have maximum impact. This might include coordinating external comms and messaging about a project, findings or a publication.



Commissioning

- Support the set-up of new grant awards, including funding calls
- Plan and coordinate funding call processes, including development of call documents, guidance, and terms of reference
- Coordinate the rigorous assessment and review of applications, including coordinating internal multi-disciplinary teams and external advisory panels
- Ensure that decision-makers have all the information required to be able to make quality decisions about which projects to fund, and which evaluators to appoint.

Communication and dissemination

- Plan and manage the production of evaluation and research reports through review processes to agreed final text
- Ensure that all stakeholders (internal and external) are kept up to date with report timelines and proactively address any blockages or differences of opinion, working to resolve issues effectively
- Collaborate closely with communication colleagues to support the successful publication of evaluation and research reports and take the lead in engaging with grantees regarding publication details and timelines.

General

- Contribute to the continuous improvement of organisational guidance, decision-making, and grant management processes
- Contribute actively to continuous learning and improvement of the Programmes Team, Evidence Team and wider organisation
- Represent the organisation at external meetings and events, including running short presentations and webinars
- Other ad-hoc duties, as required and agreed with the line manager.

Person specification

Requirement	Essential	Desirable
Qualifications and training		
1. Undergraduate degree in relevant subject (for example: public policy, social sciences, psychology) or equivalent experience	X	
Experience		
2. Experience of independently managing the day-to-day delivery of multiple complex projects from beginning to end	X	



3. Experience of one or more of: commissioning, grant management, contract management	X	
4. Experience managing and overseeing budgets and/or financial reports		X
5. Experience engaging with and managing internal and external stakeholders	X	
6. Experience working in the early intervention or children's social care sector		X
Knowledge, skills, and abilities		
7. Ability to work independently and to assume responsibility for the day-to-day management of a project	X	
8. Highly organised with a strong attention to detail	X	
9. Ability to manage and prioritise competing demands, projects and deadlines	X	
10. Ability to monitor progress and manage risks, with sound judgement about when to escalate concerns	X	
11. Ability to set and monitor grant project budgets, and work effectively with finance specialists internally and externally		X
12. Excellent verbal and written communication skills, including the ability to explain research to non-technical audiences	X	
13. Understanding of the early intervention or children's social care sectors		X
14. Understanding of research and evaluation methodologies, including randomised controlled trials		X
Personal qualities		
15. Self-starter with initiative, confidence and drive, willing to be flexible, co-operative and take a 'can do' approach in a dynamic and fast-paced organisation	X	
16. Commitment to the mission of Foundations and the children and families we work for	X	
17. Commitment to equality, diversity, inclusion, and equity	X	



Additional information

Data protection

If staff have contact with computerised data systems, staff are required to process and/or use information held on a computer in a fair and lawful way. Staff are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding and Equality, Diversity, Inclusion and Equity (EDIE)

Foundations is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. Foundations is committed to building a diverse, equitable and truly inclusive organisation. All posts (and postholders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.