

# PROGRAMMES MANAGER

1 Permanent role

**Job pack**

**Closing date: Monday 6 January 2025 at 23:59**



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# JOB DESCRIPTION

## Programmes Manager

<b>Purpose:</b>	To lead on the day-to-day management of grant-funded projects and support the design and delivery of funding calls
<b>Responsible to:</b>	Senior Programmes Manager
<b>Number of hours:</b>	35 hours per week
<b>Length of contract:</b>	Permanent
<b>Salary:</b>	£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 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 project management including planning, stakeholder management, monitoring, and reporting
- Work closely with evaluation leads to ensure that research methods are adequately reviewed, and that any methodological issues are addressed
- Work together with policy and communication leads to coordinate messaging and 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 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
<b>Qualifications and training</b>		
1. Undergraduate degree in relevant subject (for example: public policy, social sciences, psychology) or equivalent experience	X	
<b>Experience</b>		



2. Experience of independently leading the day-to-day delivery of multiple complex and sizeable projects	X	
3. Experience of one or more of: commissioning, grant management, contract management	X	
4. Experience managing and overseeing significant budgets	X	
<b>Knowledge, skills, and abilities</b>		
5. Ability to work independently and to assume responsibility for the day-to-day delivery of project	X	
6. Highly organised with a strong attention to detail	X	
7. Ability to manage and prioritise competing demands	X	
8. Ability to monitor progress and manage risks, with sound judgement about when to escalate concerns	X	
9. Ability to set and monitor project budgets, and work effectively with finance specialists	X	
10. Excellent verbal and written communication skills, including the ability to explain research to non-technical audiences	X	
11. Understanding of research and evaluation methodologies, including randomised controlled trials	X	
<b>Personal qualities</b>		
12. Commitment to the mission of Foundations and the children and families we work for	X	
13. 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.



# FOUNDATIONS' CULTURE CODE

**Foundations is an impact driven organisation, where everything we do is to improve outcomes for vulnerable children and families.**

Our mission is to generate and champion actionable evidence that improves services that support family relationships, because we believe every child should have the foundational relationships they need to thrive in life.

The culture at Foundations is what makes this possible: our shared values, the social purpose and high impact of our work, the opportunity to work with excellent colleagues, the ability to develop skills and experience, and our competitive salaries. We want Foundations to be the place you can do the best work of your life.

## Accountability, autonomy and support

People thrive when they are working with great people, when everyone is working together and playing their part. At Foundations, staff have accountability, autonomy, and support. By harnessing the power, ideas, and energy of all of us we are empowered and accountable for delivering excellent work. We support each other to be the best we can be, through strong and effective line management, and through the wider culture at Foundations.

## High performance

Foundations has an expectation that everyone is high performing, so we can improve the lives of vulnerable children and families. We achieve this by investing in excellent line managers and having a strong feedback culture that we train everyone in. We also use Objectives and Keys Results (OKRs) to keep us on track. OKRs are set quarterly at an organisation, team and individual level and are a collaborative goal-setting tool used to set challenging, ambitious goals with measurable results. Our approach means that we dedicate organisational energy where it's needed and are flexible and responsive to changing priorities.

## Pay

As our expectations are higher than some other employers, we pay in the upper quartile for our sector. Fairness and transparency are at the heart of our pay framework, and we believe that everyone in the same role should be paid the same salary. This reduces pay inequalities that typically emerge in performance-related pay models. Our pay framework is different:

- Everyone at Foundations is highly paid for their role
- Pay is not linked to performance, as high performance is expected



- We don't negotiate on salaries, including when we are recruiting
- Our pay framework is simple, fair and equitable
- Pay progression happens regularly – through cost-of-living increases and regular benchmarking
- Everyone is paid London salaries, regardless of where they live.

## Values and behaviours

People join Foundations because they care about the work we do. Our multi-skilled team is brought together by a shared values and the behaviours we expect to see.

**We are transparent in our decisions and actions.** We are always clear about the work we're doing, the quality we expect and the messages we share with our partners. We keep our promises, and we won't shy away from difficult conversations.

**We are rigorous in everything we do, using our expertise and critical thinking to produce high-quality work so that we are a trusted voice.** We use our time and resources to do things properly and to a high standard.

**We are collaborative in our work and our relationships with partners, funders, colleagues and the families and children we serve.** From working with other funders to make substantial investments in evidence generation, to giving power to people who have lived experience of the services we're trying to improve, our partnerships make an enormous difference to the impact of our work.

**We champion Equality, Diversity, Inclusion and Equity.** We know that the children and families we serve are affected by disadvantage and discrimination that directly reduces their chances of living in a loving and stable family environment. Understanding how services and interventions work for everyone, and actively seeking out what works for specific groups of people, helps us achieve our mission and vision. And we want a staff team that reflects the diversity of our community, and this means we work hard to be inclusive and accessible, and we are striving to be an anti-racist organisation.

**We make an impact.** We start all our work by questioning whether it will have an impact and we continually reflect on whether this bears out. Even when it's difficult to do so, we will change course if it means our work will be more impactful.

We are ambitious and optimistic about the change Foundations will make to improve family relationships for vulnerable children.





# STAFF BENEFITS

Foundations has an excellent package of staff benefits, alongside high salaries, to support our high performing team.

Paid Leave	<ul style="list-style-type: none"><li>• 30 days annual leave, plus one extra day off for your birthday</li><li>• Paid bank holidays, up to 3 can be switched for religious observance</li><li>• Up to five days carers' leave, in a 12-month period, three days paid</li><li>• Paid compassionate leave</li><li>• Enhanced sick pay</li><li>• Enhanced parental leave and pay</li></ul>
Health and Wellbeing Support	<ul style="list-style-type: none"><li>• Employee Assistance Programme with 24/7 counselling, legal &amp; information line</li><li>• Unlimited access to 24/7 GP</li><li>• Second medical opinion service</li><li>• Mental health support</li><li>• Health check</li><li>• Nutrition consultations</li><li>• Online fitness programme</li><li>• Online portal and access to the Smart Health app</li><li>• Services available to partner and dependents</li><li>• Life cover at 4 x annual salary</li><li>• Bike to work scheme</li></ul>
Eye care	<ul style="list-style-type: none"><li>• Free eye test and contribution towards glasses</li></ul>
Pension	<ul style="list-style-type: none"><li>• 6% employer and 3% employee contribution. No limit on any additional employee contributions made via auto enrolment.</li></ul>
Professional Memberships	<ul style="list-style-type: none"><li>• Professional membership paid, where needed to fulfil role</li></ul>
Staff Discount Scheme	<ul style="list-style-type: none"><li>• Provided by PerkBox; includes discounts across a range of shops and services</li></ul>



# HOW TO APPLY

**Applications close on Monday 6 January 2025 at 23:59**

Please apply through the link on Charity Jobs

Interviews will be held online in the week commencing 20 January 2025

If you could like an informal conversation whilst applications are open, please contact the hiring manager, Charlotte Scholten : [charlotte.scholten@foundations.org.uk](mailto:charlotte.scholten@foundations.org.uk)

We look forward to receiving your application.