



Lambeth Links



## Programmes, Governance and Income Generation Manager

<b>Role</b>	Programmes, Governance and Income Generation Manager
<b>Contract</b>	Part time, 30 hours / 4 days per week. We will consider flexible working.
<b>Location</b>	North Lambeth, London SE1. Hybrid working with at least two days a week in the office and regular work across the borough.
<b>Salary</b>	£31,000 to £33,000 pro rata per year depending on experience.
<b>Annual leave</b>	28 days pro rata including public and bank holidays.
<b>Reports to</b>	Chief Executive Officer (CEO)
<b>Direct reports</b>	Communications and Engagement Officer, Bridge @ Lambeth Greeter
<b>Working hours</b>	Some evening and weekend work will be required, for example to attend community events, meetings and Pride related activity.

### Role Overview

The Programmes, Governance and Income Generation Manager is responsible for turning strategy into funded programmes, securing income from government and public bodies, and ensuring delivery meets both community needs and funder objectives.

This role's key purpose is to design and deliver programmes, secure and manage income through grants and contracts, manage key delivery partnerships and provide clear information on performance and risk to the CEO and Board.

### Key Responsibilities

#### 1. Programme Design and Delivery

- Work with the CEO to design programmes that respond to local needs and align with council, NHS, police and other statutory priorities.
- Turn ideas into clear delivery plans with budgets, milestones and outputs.
- Oversee delivery of projects and pilots, including managing volunteers and sessional staff.
- Lead the development of a volunteer management strategy, providing oversight to the Communications and Engagement Officer for the strategy's delivery and day-to-day coordination.
- Build in monitoring and evaluation from the start so impact can be demonstrated.

#### 2. Fundraising From Statutory and Institutional Sources

- Scan local and national opportunities from Lambeth Council, NHS and ICS, GLA and national government streams, police and community safety funds, and relevant trusts and foundations.
- Shape, present and deliver bids that offer clear outcomes which help public bodies meet their objectives.
- Build and maintain relationships with commissioners and funding officers.
- Maintain a rolling pipeline of bids and contract opportunities.

### 3. Contract and Grant Management

- Set up simple systems for outputs and outcome tracking, funder reporting and budget monitoring.
- Identify risks on delivery or spend early and work with the CEO to resolve issues.

### 4. Data and Impact Reporting

- Ensure measures are in place to adequately collect and report impact data, including for funders, service users and the board to make informed strategic decisions.
- Prepare visual presentations of impact data for internal and external audiences, including turning impact data into impact stories/case studies, updates for funders and social content.
- Assist in analysing feedback and impact reports to identify trends and areas for improvement.

### 5. Partnerships and Co-delivery

- Develop partnerships with grassroots groups, voluntary sector partners and consortia where this strengthens bids and delivery.
- Represent Lambeth Links in relevant partnership meetings where CEO attendance is not required.
- Help shape joint bids where Lambeth Links is either lead or delivery partner.
- Be responsible for effective stakeholder mapping, to include local residents, local businesses and local voluntary sector groups to ensure maximum reach.

### 6. Governance, Administration and Internal Leadership

- Act as day-to-day lead on programmes, freeing the CEO to focus on strategy, governance and external leadership.
- Support line management of staff and volunteers as agreed with the CEO.
- Maintain a simple risk and delivery log for all live programmes, reporting to the CEO and Board.
- Assist the CEO in the preparation of board reports, strategy papers, and governance documentation to support informed decision-making.
- Coordinate board meetings alongside the CEO, including setting agendas, drafting minutes, and following up on action points.
- Maintain compliance with Charity Commission and regulatory requirements.
- Assist in the development and implementation of governance best practices.
- General administrative duties as required by the CEO and/or the Chair.
- Support the digital administration of the organisation, such as Sharepoint maintenance and internal communications.

## Person Specification

Knowledge & Experience	Essential	Desirable
<b>Grants and Income Generation:</b> Proven experience in securing in securing funding through grants, sponsorships, or service delivery.	✓	
<b>Funding Management:</b> Proven experience of managing diverse income streams end-to-end, including bid delivery and grant writing, budget management, and income reporting.	✓	
<b>Programme Management:</b> Proven experience of managing programmes or multiple projects end-to-end, including planning, commissioning, timelines and delivery, and evaluation.	✓	

<b>Community-led Systemic Advocacy:</b> Knowledge of best practice in applying community insights and/or lived experience to influence change.	✓	
<b>LGBTQ+ Community Knowledge:</b> Understanding of issues facing the LGBTQ+ community, particularly within a borough like Lambeth.	✓	
<b>Partnership Development:</b> Skilled in building and maintaining relationships with stakeholders, including public sector bodies, community organisations, and local businesses.	✓	
<b>Project and People Management:</b> Demonstrated ability to lead projects and teams effectively, with a focus on developing people and processes.	✓	
<b>Financial Acumen:</b> Competence in budgeting, financial management, and reporting.	✓	
<b>Communications Skills:</b> Demonstrable ability to communicate with a diversity of stakeholders, both verbally and written, across a variety of mediums.	✓	
<b>Internal Systems:</b> Working knowledge of Microsoft 365 suite system and apps within an organisational context.	✓	
<b>Data-Driven Decision Making:</b> Experience in collecting and analysing data to inform service delivery and improve outcomes.		✓
<b>Lived Experience:</b> Identifies as part of the LGBTQIA+ community, particularly with intersections with other minoritised communities (e.g. POC, disability, youth, migrant, etc)		✓
<b>Relevant Stakeholder Relationships:</b> Existing working relationships with relevant stakeholders across Government and/or the VCSE sector will be highly regarded.		✓

