

Time & Talents

Senior Manager – Community Programmes

Do you want to help build a world where everyone feels part of a community?
Do you drive reliable delivery and ongoing improvement of programmes?
Are you a strong and highly motivated team leader?

If you answered yes to all of the above, this could be the role for you!

We're looking for an experienced part-time programme manager to develop the delivery of key projects: our community & children's offer; intergenerational initiatives; events and communications; and corporate partnerships

What we do

Time & Talents is a lively, busy community centre in the heart of Rotherhithe, SE16. Set in a leafy heritage building, and 'T&T2', our second venue in Surrey Quays Shopping Centre, we offer something for everyone. With a history of 137 years of supporting people of all ages in Rotherhithe and Bermondsey, we bring people together for mutual support, fun and friendship, with a wide range of services and activities for older people and other adults, along with volunteering and children and families' projects.

Since resuming services post-Covid, we have realized the needs and wants of the community have shifted from our previous offer. We have a strong Community Development programme to connect with and rebuild our offer, including some big changes to pre-Covid ways of working. Building on a strong track record, we intend to continue working with the community to deliver activities and events that meet local needs while also providing opportunities for fun and friendship. Our community offer includes activities connecting children to nature and tackling food insecurity; accessible community fitness and wellbeing activities; and intergenerational activities and events.

We are re-developing our offer whilst staying focused on our aims: ensuring that everyone feels part of a community and that no one is isolated or lonely. We are looking for a fresh pair of eyes to help us evolve this work.

The role

In this role, you'll be responsible for:

- Strategic development and oversight of community programmes for children, adults and across multiple generations
- Leadership and line management of team; oversight of sessional facilitators and contractors used by team
- Setting programme budget and service targets; monitoring and evaluation to ensure delivery against these
- Playing a key part in building, broadening and developing new funding for these programmes and maintaining relationships with current funders
- Lead role in planning and execution of community events
- Development of corporate partnerships and CSR relationships
- Responsibility for general outward communications, including social media
- Contributing to the wider organisation as a member of the Senior Management Team
- Acting as Deputy Safeguarding Lead

About you

You have a track record of developing and delivering excellent community programmes in the third sector. You're a seasoned team leader with experience of change management. You have an outward-looking approach and are passionate about building programmes with community buy-in. You're flexible, accountable, take responsibility, are highly organised and skilled in multitasking and balancing

priorities. You have experience of fundraising and maybe other types of income generation. You have strong relationship building skills – internally and externally - and build trust and credibility easily. You are passionate about the power of community to connect and support people.

About us

We are an energetic, experienced, and passionate team of 17 mostly part-time workers with a strong sense of shared purpose and a lively sense of humour. You'll have the chance to make a big contribution to a strong and innovative organisation which has doubled its reach and impact in recent years.

This role is four days per week, with flexibility for regular evening and occasional weekend working. Time & Talents is wholly committed to inclusion and diversity, and to building a culture and environment where everyone is appreciated for the unique person that they are. We actively encourage applications from a broad range of backgrounds and experiences.

If you would like an informal chat about the job, please email recruitment@timeandtalents.org.uk with your phone number and a suitable time for us to call.

The closing date is **09:00 Wednesday 23 October 2024**.

TO APPLY: All applications to be submitted online through CharityJob. Send a CV and a cover letter of no more than two sides of A4, explaining why you want the job and how your experience relates to the job description and person specification.

IMPORTANT: We'll use cover letters to assess applications alongside CVs. Please ensure you take the time to include a well-written cover letter as detailed above. We won't assess applications without one.

INTERVIEWS: First round interviews will take place week commencing 4 November.

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Job Description and Person Specification

Purpose of the role

Drive the delivery and development of community programmes for children, adults, and across multiple generations; deliver intergenerational projects and events; manage corporate partnerships and all external communications; act as a Deputy Safeguarding Lead

Reports to: Chief Executive

Line manages: Marketing & Communications Administrator; Community Development Worker; Children's Programme Coordinator

Salary: £32,000 (pro rata from £40,000)

Hours: 30 hours weekly (4 days)

Annual Leave entitlement: pro rata from 25 days plus bank holidays

Pension: Matched contribution up to 5%

Term: Permanent

Probation: 6 months

Key responsibilities

- Strategic development and oversight of community programmes for children, adults and across multiple generations
- Leadership and line management of team; oversight of sessional facilitators and contractors used by team
- Setting programme budget and service targets; monitoring and evaluation to ensure delivery against these
- Play a key part in building, broadening and developing new funding for these programmes and maintaining relationships with current funders
- Development of corporate partnerships and CSR relationships
- Lead role in planning and execution of intergenerational and community events
- Responsibility for general outward communications, including social media
- Contribute to the wider organisation as a member of the Senior Management Team
- Act as Deputy Safeguarding Lead

Specific responsibilities

Programme development and oversight

- Develop the overall Community programming offer, identifying opportunities for growth and improvement to ensure a wide range of activity targeting key demographics and responding to local need
- Ensure delivery of a vibrant and user-led programme of children & families, all-age-adult and multi-generational activities and events
- Support team to maintain a network of facilitators and contractors to ensure a wide range of programme activities
- Lead outward communications such as website, social media and newsletters
- Lead on internal (staff) and community events planning, engagement and delivery with emphasis on intergenerational activities
- Set programme targets and KPIs; ensure monitoring and evaluation mechanisms are in place
- Ensure programmes are delivering against targets and KPIs, with demonstrable outcomes and outputs
- Ensure delivery of quality corporate volunteer opportunities, recruitment and management across all areas of T&T's, including strong Safeguarding and Health & Safety practice across all corporate volunteering areas
- Develop intergenerational, cross-programme activity on site and in outreach in collaboration with colleagues in the Older Adults and Volunteering teams and external partners
- Identify potential partners and partnership project opportunities, supporting the CEO and management team to identify, plan and apply for new funding for projects
- Ensure community feedback and direction are foundational to all areas of T&T's work

Leadership and line management

- Inspire, motivate and line manage the programme teams, including recruitment, induction, training and other HR duties as relevant
- Promote the activities within and outside the organisation, maintaining strong communication and presence internally and with external partners
- Oversight of sessional freelance tutors/activity facilitators
- Liaise with Senior Services Manager – Older Adults & Volunteering regarding corporate volunteering with the Older Adults programme
- Represent T&T as operational delivery partner within the HAF consortium and other contractual areas
- Act as Deputy Safeguarding Lead

Finance and fundraising

- With CEO support, set programme budgets; ensure monitoring mechanisms are in place
- Ensure programmes are delivering against budget, adjusting spend as appropriate
- Identify potential partners and partnership project opportunities, supporting the CEO and management team to identify, plan and apply for new funding for projects
- Develop and strengthen a Corporate Volunteering offer, linking the private sector to volunteer opportunities at T&T as a source of revenue and in-kind donations
- Source and draft relevant fundraising bids under £5k
- Provide support for larger funding applications for programme areas
- Report to funders, maintain communication and funder relationship management support

Additional Requirements

- Attend staff meetings, work proactively with the team, and contribute to the wider activities of the organisation
- Any other activities as deemed appropriate by the line manager
- Undertaking general tasks at the request of the line manager in order to maximise the smooth running of the charity and its work
- Providing cover for colleagues by agreement with the line manager in the event of staff sickness, leave, vacancies or other such temporary situations
- Taking appropriate responsibility under the Health and Safety at Work Acts and complying with all other Time & Talents policies
- Participation in evening and/or weekend events and meetings

Person Specification

	Essential	Desirable
Qualifications (academic, technical and professional)	NVQ Level 3 Management and Leadership qualifications or equivalent experience of operational management	Designated Safeguarding Lead Training
Experience (work and tasks)	<p>Experience of programme monitoring and management, including performance management, across multiple projects or services</p> <p>Experience of working or volunteering in the voluntary and community sector</p> <p>Experience of motivating and managing teams, including performance management</p> <p>Experience of reporting and presenting information for a variety of stakeholders</p> <p>Experience of Child and/or Adult Safeguarding</p> <p>Experience of managing a budget</p>	<p>Experience of working in a community setting, with people with a wide range of needs and abilities</p> <p>Experience of social care environment and/or understanding of care and support needs children, families and adults at risk</p>
Skills (e.g. PC, driving)	<p>Excellent relationship building skills, both inside and outside an organisation</p> <p>Strong multitasking abilities and ability to work to meet objectives and to meet deadlines</p> <p>Ability to work collaboratively and experience of working well in a team</p> <p>Highly organised with excellent attention to detail</p>	Full clean D1 driving licence

	<p>Good presentation skills</p> <p>Excellent standard of written English and numeracy skills</p> <p>Excellent digital literacy and IT skills including MS Office, Office 365 and experience of database use, with proven ability to learn new systems</p>	
<p>Competencies /behaviours</p>	<p>Friendly, positive and personable manner with a high level of energy and enthusiasm</p> <p>Emotionally resilient, excellent interpersonal skills and ability to deal with wide range of people</p> <p>Strong affinity with the mission and values of Time & Talents and the voluntary and charity sector</p> <p>Willing and able to undertake occasional out of hours working when required</p>	