

Job Description and Person Specification

Job Title:	Programme Manager - THICN
Hours:	Part-time 19 hours a week
Salary:	£20,500 per year
Term:	Fixed term up to 31st March 2026
Responsible to:	Executive Director Osmani Trust
Direct Reports:	Business and Fundraising Consultant/THICN sessional staff
Benefits including:	25 days annual leave plus 8 bank holidays, flexible working hours (Mon-Fri)

To lead and co-ordinate the planning, delivery, management and monitoring of the Tower Hamlets Island Community Network (THICN) sustainability programme.

Main Duties and Responsibilities

1. Lead the delivery of the THICN sustainability programme and to engage youth networks/orgs, VCS and statutory orgs, corporates, trusts and funders with a view to contribute to the long term sustainability of THICN.
2. Taking a strategic approach, working with partners, stakeholders and local community with a focus on developing and implementing a business sustainability plan and fundraising strategy for THICN.

A) Programme Development and Sustainability

3. Work with partners to develop a structured programme of capacity building, leadership and development for local young people and network members.
4. Work closely with the business and fundraising consultant and partners to produce impact and summary evaluation reports of past THICN delivery for potential funders, sponsors and stakeholders.
5. Work closely with the business and fundraising consultant to co-ordinate, develop and submit compelling funding bids to secure funding and support in line with THICN's aims and objectives and sustainability goals.
6. Prepare and produce regular monitoring reports for the Violence Reduction Unit (VRU), THICN board and Osmani Trust.

B) Community Engagement

7. Work with THCVS and ELBA to create a wider network of local VCS and businesses on the Isle of Dogs and keep in regular communications to update, inform and coordinate on issues related to the prevention and response to violence.

8. Hold wider THICN community meetings involving local communities, young people, residents, local authority, police, and businesses to strengthen the network.

C) Partnerships, Promotion and Networking

9. Maintain relationships and strengthen partnerships with a diverse range of stakeholders including local authority, statutory bodies, and voluntary sector.
10. Support THICN to be embedded in the council's Community Safety Strategic Plan and Serious Violence Duty and is consulted and supported by the council.
11. Explore ways in which young people voices can be embedded in key local authority and other strategic partnership boards e.g. Community Safety, Youth Justice, Youth Services, and Neighbourhood Panels.
12. Ensure that the work and achievements of the THICN programme is regularly promoted via media and communication channels to the public, stakeholders and internally by updating website and other media platforms.

D) Monitoring, Evaluation and Reporting

13. Ensure that THICN sustainability programme is delivered, monitored and evaluated in accordance with grant requirements and to work with VRU appointed evaluators.
14. Co-ordinate with partners to prepare monitoring and evaluation reports for funders, stakeholders and internal dissemination.

E) Financial Management

15. Work with delivery partners to ensure THICN expenditures are controlled within agreed budgets and work with Osmani Trust Finance Manager to prepare monthly/quarterly management accounts.

F) General

16. To organise, attend and report to THICN strategic board meetings.
17. To ensure a record of minutes, action points and decisions of all meetings as well as manage diary of meetings / events are kept up to date.
18. To carry out any other tasks allocated/designated by the Executive Director within agreed timescales.

Person Specification - Programme Manager THICN

<i>Knowledge and experience</i>	<i>Essential/ Desirable</i>	<i>Assessment Method</i>
Educated to degree level or equivalent (in other qualifications and experience)	Desirable	Application form
Demonstrate substantial experience (at least 2 years) of developing fundraising strategies or writing and submitting bids and supporting organisations' sustainability	Essential	Application form and interview
Experience of working successfully with VCS, public and private sectors and local communities	Essential	Application form and interview
Delivering, monitoring and evaluating the impact of initiatives related to community change/youth violence/ASB reduction/training and employment	Essential	Application form and interview
An understanding of the funding landscape across public sector, trusts, and corporates sources	Essential	Interview
<i>Skills and Abilities</i>		
Results driven, proven track record in exceeding targets	Essential	Application form
Adaptability and flexibility to be able to respond to changing service requirements in an enthusiastic and positive way.	Desirable	Application form
Motivated, confident, time efficient, organised and able to work independently.	Essential	Application form and interview
Excellent communication skills – verbal, written and presentational – able to operate with diplomacy, tact and empathy	Essential	Application form and interview
Passionate about youth and community led change	Desirable	Interview
Competent user of IT and Microsoft programmes such as outlook, word and excel as well website and social media platforms	Essential	Application form
Proven commitment to equal opportunity and diversity	Essential	Application form and interview