

Job Description & Person Specification

Position:	UK and ROI Programmes Manager	Location:	UK home-based, with regular travel to London and other locations in the UK
Reports to:	Co-CEO	Date:	June 2024
Contract:	Permanent; 0.8 FTE or full-time	Salary:	£39,861 – £51,248 gross annually for full-time or pro rata if 0.8 FTE
Direct reports:	UK Co-ordinators and Administrators (2-3)		

Job Purpose:

To manage Stronger Together’s collaborative UK and ROI Consumer Goods programme. The purpose of this role is to provide day to day management, oversight, strategic input, help to administer, manage, and grow the programme. To work with the established Consumer Goods steering group and their sub-contractors and suppliers, as well as to engage more businesses in the programmes and build on the many opportunities to further our work. To deliver, enhance and promote forced labour and responsible recruitment training workshops, guidance resources, events and Stronger Together’s online Responsible Recruitment tool across the UK and ROI Consumer Goods sector. To ensure the programmes deliver on target, on-time, on-budget, in line with the agreements and to the organisational objectives and guidelines. To build relationships and work successfully with all partners.

Duties and Responsibilities:

- Project Management** – To manage and implement the UK and ROI Consumer Goods programme according to annual project plans, budget and reporting framework, and ensure efficiency and alignment. To manage short term projects relevant to the Consumer Goods sector.
- Partnerships Development and Management** – To map, maintain and grow successful relationships with steering group members, businesses across their supply chains, new and existing services users and other relevant UK, ROI, and when required, global stakeholders, e.g. non-profit organisations, government and industry associations. This includes the facilitation of monthly steering group meetings/calls and regular thematic events for steering group members and service users.
- Service User Engagement** – To support people engaging with our services; respond to enquiries from service users (with support from the Co-ordinators); ensure that services are well maintained, and relevant processes are effective and efficient.

4. **Training Coordination and Delivery** – To provide strategic input into the regional workshop planning. To deliver appx. two training workshops per month, aimed at steering group members' staff, suppliers and sub-contractors, as well as to other interested people in the industry. To ensure excellent quality service delivery of training workshops and give input in workshop review and development.
5. **Tools and Resources Development** – To contribute towards the development of new awareness and guidance materials including ideas for new and improved resources and supporting the sign-off process.
6. **Programme Business Development** – To identify opportunities to engage new Sponsor organisations to join the UK and ROI Consumer Goods programme and deliver 'pitch' presentations, to identify opportunities for Sponsors and service users to access wider Stronger Together training and bespoke services support.
7. **Monitoring & Evaluation and Reporting** – To work with relevant colleagues to coordinate the monitoring and evaluation of the UK and ROI Consumer Goods programme, including management of the programme budget (with support of the Finance Administrator and Co-CEO (Global)). To support relevant impact assessments. To report to Stronger Together and the steering groups with clear and timely information. To work to promote M&E tools and analyse data to inform the programmes, as well as to share outputs and impact of the UK and ROI programmes. To ensure that reporting requirements for Stronger Together are on time and to a satisfactory standard.
8. **Communication** – To be the first port of call for UK and ROI Consumer Goods programme-related enquiries (supported by Co-ordinators). To work with the Head of Business Development, Business Development and Advisory Manager, and Communications Officer on the communications and marketing strategy for the programmes, to ensure the programmes, as well as workshops, videos, toolkits, M&E tools and other resources are promoted effectively and on a regular basis to our existing network and as widely as possible within the UK and ROI. To support the Communications Officer with the development and implementation of communications content, webinars, and materials regarding the UK and ROI programmes. To identify and follow up on opportunities for speaking engagements.
9. **Strategy and Policy Support** – To work with the Co-CEOs in developing and delivering long-term strategy and sustainability of the UK and ROI Consumer Goods programme.
10. **Line management:** To line manage two Co-ordinators to oversee their duties and responsibilities and mentor their development in the roles and the organisation.
11. **Representation** – To professionally present, represent and advance the position of the programmes and Stronger Together at various stakeholder meetings and events.
12. **Customer Service** – To deliver excellent customer service to steering group members, service users and other stakeholders and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications		Bachelors degree in business, international development, social science or other related degree Prince 2 or other project management qualification
Knowledge	An in-depth understanding of the UK and ROI consumer goods industry An in-depth understanding of modern slavery and ethical labour practices An understanding of working with labour providers and related modern slavery risks/embedding responsible recruitment	An understanding of ethical sourcing and global supply chains
Experience	Minimum of 5 years' senior experience of working with businesses on ethical business behaviour, either working internally within a business or externally in partnership (e.g. not-for-profit organisation) or on a consultancy basis Proven track record in successful project management Experience of preparing and delivering training on modern slavery/ethical labour practices/ethical sourcing to businesses Experience of writing guidance materials for businesses	Experience of working in the consumer goods industry (retailer, supplier, importer, exporter) Experience in business engagement/developing and managing senior management corporate sponsor relations Line management experience
Skills	Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Confident trainer; Ability to negotiate effectively on behalf of the organisation; Excellent public speaker; Ability to work independently delivering day-to-day workload with minimal supervision; Ability to prioritise and work calmly under pressure; To work with colleagues collaboratively and as part of a team.	
Attributes	Positive, can-do attitude; Attention to detail whilst retaining sight of the bigger picture; To use initiative and be a self-starter	
Circumstances	Willing to work remotely, to attend meetings and deliver training in London/other locations in the UK on a regular basis when required.	