

Programme Manager

Job Description

Job Title:	Programme Manager
Salary:	Full time equivalent £35,000 (Actual £21,000 for 3 days per week)
Hours:	24 hours per week (equivalent to 3 days)
Contract:	Fixed term until January 2029
Responsible to:	Chair of Board of Trustees
Responsible for:	Heritage Curator, Creative Facilitators, Freelance Consultants and Volunteers

Job Purpose

The Programme Manager will play a significant lead role in the management and development of the Roots and Horizons programme which will run over the next two years and includes three key areas; saving heritage, community engagement and organisational development. The programme of work will explore, celebrate and sustain the heritage of Building Bridges in Burnley (BBB) as it turns 25 and of Canalside heritage building as it is restored and repurposed for future generations.

STRATEGY, LEADERSHIP AND MANAGEMENT

- Lead on the development of the Roots and Horizons programme in consultation with BBB's Board of Trustees, ensuring that outcomes are achieved in line with funder and board expectations
- Line manage the Heritage Curator, supporting them to fulfil their role and meet their planned outputs and outcomes
- Develop and manage strategic and project partnerships, ensuring that BBB is represented professionally to all our stakeholders
- Lead on all policies, procedures and strategic plans related to the Roots and Horizons programme
- Undergo training and mentoring from external consultants to build strategic organisational skills in areas including fundraising, business development and environmental responsibility
- Maintain and deliver relevant aspects of the fundraising strategy for the Roots and Horizons programme in consultation with an external consultant and Board of Trustees,

submitting external funding bids and pursuing fundraising opportunities to achieve the income targets for the programme

- Work closely with an external Evaluation Specialist to produce accurate and timely monitoring, evaluation and reporting to key stakeholders, funders and the Board of Trustees
- Line manage all staff, project facilitators and volunteers, ensuring recruitment, induction and mandatory training is in line with our key policies including our Safeguarding Children, Young People and Vulnerable Adults policy, Equality and Diversity Policy and Health and Safety Policy
- To act as Designated Safeguarding Officer for the organisation
- Contribute to board papers as requested including timely management reports.

PROJECT DELIVERY

- Plan, develop and manage the Roots and Horizons programme, across all strands of activity including the collation and archiving of BBB and Canalside's heritage, oral history collection, producing a podcast, community engagement projects, digital screen archive, pop up exhibition and community celebration event ensuring all activities are delivered on time and within budget
- Manage and support the Creative Facilitators to deliver creative heritage projects in line with the Project Activity Plan
- Develop, deliver and manage an effective volunteer programme which supports the delivery of the Roots and Horizons programme, achieving our target engagement and empowering under-represented individuals to engage with the project
- Develop and maintain strong partnerships with schools, community groups and the local authority in the development and delivery of the programme, ensuring that partners work together to shape the programme, our targets for participations are achieved and new and established relationships are a legacy of the work

FINANCIAL MANAGEMENT

- Management of financial budgets, resources and reporting, including all related income and expenditure for the programme
- Contract management of all project facilitators, freelancers and consultants
- Work with the board's finance trustee to process payroll, pay invoices and raise purchase orders

MARKETING, COMMUNICATIONS AND ADVOCACY

- Deliver the marketing and communications plan for the programme including writing social media posts, regular website blogs and press releases and create copy for flyers, posters and brochures
- Be an effective advocate both internally and externally and uphold and promote the ethos and values of the organisation
- Ensure effective and timely communications with all staff, freelancers and volunteers
- Develop and embed models of best practice within the organisation, and position Building Bridges in Burnley as an organisation of local, regional and national significance
- Represent the organisation and programme at networking groups where appropriate including Burnley Culture, Outdoor Town Initiative and Burnley Community Network

GENERAL

- Ensuring best practice around inclusivity and engagement, safeguarding and access, in line with BBB policies and practices
- Promote and encourage a positive and collaborative working environment and ensure all staff are adhering to our ethos and set ways of working
- Attend regular staff meetings, board meetings, staff training and team building events
- Commit to your own professional development and attend training as directed including mandatory safeguarding and first aid training
- Have a mandatory DBS check
- Adhere to BBB's policies and procedures at all times
- Participate in our performance management process as an employee
- Be willing to work flexible hours including evenings and weekends with advance notice
- There may be other tasks required that are related to the effective and efficient operation of projects related to this post. The post holder will be expected to adopt a flexible and cooperative approach in these circumstances.

Person Specification

ESSENTIAL

- Experience in leading and managing projects / programmes of work within the heritage, voluntary, community or faith sector
- Experience of delivering community projects which have set outputs and outcomes
- Experience of monitoring and evaluation including qualitative and quantitative methods
- Experience of managing small teams including staff, freelancers and volunteers
- Experience of engaging with multiple partnerships and managing stakeholder relationships
- Experience of managing budgets of size and scale
- Experience of delivering projects on time and within budget
- Experience of working with children, young people and adults from diverse communities
- Ability to work effectively independently and as part of a small team
- Knowledge of Safeguarding good practice
- Project management skills
- People management skills
- Strong communication and written skills
- A passion for heritage and community engagement
- A commitment to personal and professional development

DESIRABLE

- Experience in delivering heritage projects and/or creative projects
- Experience of fundraising / income generation with focus on grants from Trusts and Foundations
- Experience of processing finance tasks including invoicing and contracting
- Experience of / skills in Marketing and Communications
- Experience of reporting to / working closely with a Board of Trustees
- Trained in Safeguarding / trained as Designated Safeguarding Officer

If you have any questions about the role please contact Esther Ferry-Kennington
esther@buildingbridgesburnley.com

To apply please send a CV and covering letter to admin@buildingbridgesburnley.com
Deadline for applications is 8th November and interviews will be held w/c 16th November