**Job Description**

**Job Title:** Programme Manager

**Salary:** £24,960 per year

**Employed by:** Pie Factory Music

**Location:** Based in East Kent with some travel required

**Responsible to:** Managing Director

**Hours:** 40 hours per week including evening and weekend work

12 month fixed term contract

**Job Summary**

We are looking for an experienced Programme Manager to organise and coordinate a creative programme for young people in East Kent. You will provide strategic guidance to teams and project managers in ways that promote the charity’s culture.

The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and processes. The goal is to ensure that all programs deliver the desirable outcome for our organisation.

**Key responsibilities**

1. Management of staff, teams and volunteers
2. Provide a structure for Quality Assurance across the programme
3. Manage communication with key stakeholders
4. Co-manage programme budgets with senior leadership team
5. Prepare reports for senior leadership team
6. Resolution of issues and implementation of corrective action where needed
7. Effective Monitoring and evaluation of programme including reporting to clients and funders
8. Support the delivery of other elements of services within Pie Factory Music where required

**Professional Responsibilities**

1. To develop and maintain effective relationships with colleagues, partner agencies and stakeholders
2. To receive line management and supervision as agreed with the senior leadership team
3. To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager
4. To develop and maintain appropriate boundaries of confidentiality with service users and professional  colleagues within Pie Factory Music and from other organisations
5. To maintain high standards of professional integrity and respect for others
6. To ensure continuous self-development through training, supervision and other appropriate means

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibilities appropriate to the grading of the post.

**Person Specification**

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|  | Essential | Desirable |
| **Qualifications** | Professional qualification to diploma level (4) or above in a relevant area  OR equivalent proven experience | BSC / BA diploma in management or a relevant field; MSc / MA is a plus |
| **Skills and Experience** | Proven experience as a Programme Manager or other managerial position  Proven experience in managing staff and teams  Excellent inter-personal and communication skills  Excellent problem-solving ability  Experience and skill in creative arts  Outstanding leadership and organisational skills  Experience in working collaboratively with a range of agencies  Experience in working with children and young people  Excellent standard of ICT skills  Essential to have own vehicle and Full UK Driving license | Experience in working with children and young people who face challenging circumstances |
| **Knowledge** | Thorough understanding of project / programme management techniques and methods  Excellent knowledge of performance evaluation, outcomes and change management principals  Knowledge and understanding of social issues in East Kent area  A thorough understanding of the needs of children and young people in challenging circumstances  An understanding of Safeguarding and Data Protection legislation | Working knowledge of programme / project management software  A thorough knowledge of the creative arts sector |
| **Attributes** | An ability to provide supportive and inspirational leadership to teams across the organisation  To be creative, proactive, able to use initiative and make sound judgments  An ability to deal with a number of tasks at once and to be flexible with work routines  To be able to work effectively as part of a team  An ability to remain calm whilst working under pressure |  |