

## Programme Manager, Young People and Families

<b>Job title:</b>	<b>Programmes Manager, Young People and Families</b>
<b>Based at:</b>	Hackney Council for Voluntary Service, 24-30 Dalston Lane, E8 3AZ
<b>Employment terms:</b>	<p><b>Salary:</b> £40,000 per annum pro rata</p> <p><b>Hours:</b> 4 days a week (28 hours)</p> <p><b>Contract:</b> fixed term until 31 March 2023. Role subject to 6-month probationary period and 1 month notice period.</p> <p><b>Professional level:</b> 3</p>
<b>Reporting to:</b>	Director Young People and Families
<b>Responsible for:</b>	Interns and sessional staff

<b>Job purpose</b>
<p>To manage the operational elements of the Young People and Families team programmes ensuring that systems and processes are in place to manage programme performance, working with and supporting relevant delivery partners. To coordinate the Children &amp; Families Forum bringing together relevant organisations to share good practice, influence local service provision and encourage joint working.</p> <p><i>Specific focus on the needs of African and Caribbean Heritage, Refugee/Migrant and Disabled communities</i></p>
<b>Main duties</b>
<ul style="list-style-type: none"> <li>• Oversee the day-to-day operational management of the different Young People and Families programmes across Hackney and London</li> <li>• Programme and budget management lead for Youth Futures Foundation, VRU My Ends and other programmes that are developed, working with the finance team to ensure programmes remain within budget</li> <li>• Manage relationships with delivery providers including the monitoring of service level agreements.</li> <li>• To be the lead on reporting internally with partners and externally with funders</li> <li>• Lead facilitation of Children and Families forum, VCS Youth Network and Faith Forum (working with the Council), actively supporting these sector's involvement in the VCSE Assembly</li> </ul>

- Support the Director for Young people & Families on engagement with the VCS children and families and youth sector and to help build relationships across the sector, with Councils/CCG and funders
- Work with the Director for Young people & Families to manage Cool Down Café, Account and Politically Black projects
- Write fundraising bids for the team
- Collaborate with the Director for Young people & Families in identifying new opportunities
- Ensure there are effective contracts and/or agreements in place with providers, which promote high standards of delivery across delivery providers.
- That robust service level agreements and management processes are in place with delivery providers, including processes for dealing with performance concerns.
- That appropriate systems are in place to capture monitoring information on the performance of delivery partners, which can be used to generate performance reports.
- Ensure that the integrity and accuracy of participant data is maintained at all times, and that data is held, transferred and used in a secure manner and in accordance with programme, organisation and statutory guidelines.
- Deputise for the Director for Young people & Families when needed
- Any other duties as required to support the youth team at Hackney CVS

**General requirements**

- Actively promote equality of access and opportunity to all Hackney's diverse communities
- Work is delivered to the highest possible standard
- Commitment to operating in accordance with the values and policies of Hackney CVS
- Commitment to own learning and development
- Flexibility within this post is required as the role will involve evening meetings, for which time off in lieu is granted

## Person specification

Code:

S – Assessed as part of application shortlisting

A – Assessed as part of assessment at interview

I – Assessed as part of interview questions

	Code
<p><b>Qualifications &amp; experience:</b></p> <ul style="list-style-type: none"> <li>• Management experience in a performance or programme management role</li> <li>• Project management qualification</li> <li>• Experience of developing and delivering outcomes focused work.</li> <li>• Experience of partnership working with the statutory sector and voluntary and community sector organisations of varying size.</li> <li>• Experience of developing systems to aid/improve project or programme delivery.</li> <li>• Financial management including experience of reviewing budget expenditure and invoicing.</li> <li>• Contract or performance management experience, including ensuring performance indicators or alternative performance measures are being met and taking remedial action where necessary.</li> <li>• Experience of analysing performance data and producing reports.</li> </ul>	<p>SI</p> <p>S</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SA</p> <p>SI</p> <p>SI</p> <p>SA</p>
<p><b>Skills and abilities:</b></p> <ul style="list-style-type: none"> <li>• Project management skills and in particular reporting</li> <li>• Budget management and financial skills</li> <li>• Fundraising skills</li> <li>• Excellent interpersonal skills and the ability to communicate confidently with people from a wide range of backgrounds and sectors</li> <li>• Good level of IT ability</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• Ability to prioritise workload issues on a day-to-day basis</li> <li>• Ability to manage information in an efficient and organised manner</li> </ul>	<p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p>

<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Good understanding of project management methodologies and the systems and processes which underpin best practice in programme management</li> <li>• Knowledge of the funding terrain and the VCS/private/public sector</li> <li>• Clear understanding of the importance and role of monitoring and evaluation</li> <li>• Awareness of the issues affecting children, young people and families and the challenges they face with specific knowledge of issues facing African and Caribbean Heritage, Refugee/Migrant and Disabled communities</li> <li>• Knowledge/experience of Hackney youth children &amp; family providers</li> </ul>	<p>SIA</p> <p>SI</p> <p>SI</p> <p>SI</p> <p>SI</p>
<p><b>General requirements:</b></p> <ul style="list-style-type: none"> <li>• Able to work independently with minimal supervision.</li> <li>• Be pro-active in their approach and deliver work to a high standard.</li> </ul>	<p>SI</p> <p>SI</p>

This post is funded by the Violence Reduction Unit/MOPAC

Hackney CVS is Hackney’s leading voluntary and community sector support agency and the local [Council for Voluntary Service, or CVS](#). We support hundreds of groups to run successful voluntary and community sector organisations by giving them access to the key skills, knowledge and resources necessary to respond to the needs of local people, especially those most in need. We also provide a range of partnerships and mechanisms for the local voluntary sector to bid for contracts, work together on key issues, influence policy and develop joint projects. Please visit our website at [www.hcvs.org.uk](http://www.hcvs.org.uk) for more information about us. To find out more about our consortium bidding approach please see City and Hackney Together under ‘Our services.’

For more information about our approach in Health and Social Care visit [www.hscf.org.uk](http://www.hscf.org.uk)

For more information about our new approach to local philanthropy visit [www.hackneygiving.org.uk](http://www.hackneygiving.org.uk)

Before any offer of employment is made you will be asked to disclose any relevant criminal convictions. Hackney CVS will always ask for two references before appointing, and these will include your suitability to work with children and young people. Appropriate checks will be made before an offer of employment is confirmed. This role is subject to a DBS check. The personal data you provide in order to apply for a job is stored in a restricted access filing system and used for the purposes of shortlisting and interviewing only. The information will be deleted six months after the deadline for that job. The legal basis for this is to fulfil a contract. For further information please see our privacy policy: [Privacy Policy - Hackney CVS - Hackney CVS \(hcvs.org.uk\)](#)

The closing date and deadline for completed applications is **14<sup>th</sup> May 2021 5pm**. Hackney CVS positively celebrates diversity and welcomes applications from people from all backgrounds.

Hackney CVS is a London Living Wage employer and we offer a range of employment benefits as well as the opportunity to work for a well-known and respected non-profit organisation.

Benefits include:

- 25 days annual leave and additional leave days over the festive period
- continual professional development – both in house and external training relevant to your role
- up to two weeks paid study leave per year
- a lovely garden
- staff wellbeing champions
- duvet days
- an employer pension contribution of 6%
- cycle to work scheme
- a summer staff away day and a festive party

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