Job Description: Funding *Programme Manager*

**Directorate:** Communities and Opportunities

**Team:** Economic Development

**Grade:** NCC Local Grade J

**Responsible to:** Head of Economic Growth and Inward Investment

# Purpose of the Job:

Lead and manage West Northamptonshire Councill’s UKSPF and Multiply Funding Programmes, ensuring the delivery of the outputs and outcomes identified in the WNC UKSPF and Multiply Investment Plans (MIP)

# Main duties and responsibilities:

1. Take ownership of all aspects of the WNC UKSPF and Multiply Investment Plans (IPs) from initiation in 2022 to their conclusions in 2025, ensuring sustainability of the programmes, working with internal and external colleagues to ensure it is appropriately resourced and supported.
2. Lead and advise on the progress of the WNC UKSPF and Multiply Programmes.
3. Be accountable to the Head of Economic Growth and Inward Investment for all aspects of each of the programmes progression, ensuring that all targets and milestones are met.
4. Liaise with, and where appropriate commission, a range of agencies across West Northamptonshire, including colleges, university and local and national private training providers in the delivery of the WNC IPs.
5. Ensure the UKSPF and Multiply Programmes comply with agreed quality standards as defined in the WNC IPs.
6. Ensure that the WNC UKSPF and Multiply Programmes are, where appropriate, marketed effectively, remains on budget and completes required monitoring and data returns to the Department for Education (DfE) and Department for Levelling Up, Housing and Communities (DLUHC)
7. Be responsible for adherence and promotion of Health and Safety, Equality, Diversity and Inclusion, General Data Protection Regulation (GDPR), Safeguarding/Prevent duties as laid out in WNC tender, policies and procedures.

Person Specification: Funding Programme *Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Management/Project Management Qualification or relevant experience
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| **EXPERIENCE** | * Experience of project management, including budgetary management
* Experience of managing and implementing quality assurance and compliance procedures
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| **SKILLS AND ABILITIES** | * Ability to establish and maintain effective working relationships across a wide and diverse range of stakeholders
* Interpretation and reporting on management information data and reports
* Effective interpersonal, leadership, negotiation and reasoning and communication skills
* Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and

Resources |
| **KNOWLEDGE** | * Knowledge of project management concepts and processes
* Knowledge and understanding of central and local government policies and funding
* Awareness of Information Governance, Data Protection and confidentiality issues
* Knowledge of Health and Safety, Equality and Diversity, Safeguarding/Prevent, Ofsted and other relevant statutory information
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| **BEHAVIOURS AND VALUES** | **Values:****Open*** Act with integrity, honesty and transparency
* Welcome and expect change and evolving technology
* Treat people fairly and with respect

**Invite Contribution and Challenge*** Work collaboratively to find new solutions
* Innovate
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|  | * Put the interests and wellbeing of customers first
* Be open to challenge

**Accountable*** Take personal and professional responsibility for your actions and performance
* Look for commercial opportunities
* Focused on outcomes
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