

JOB DESCRIPTION

Job Title	Programme Manager (Maternity Cover)
Reporting to:	Senior Evidence Manager
Location	Central London Offices and Hybrid working Expectation that your minimum office attendance will be 6 days per month (pro-rata). This is open to amendment in the future
Hours	37.5 hours / 5 days a week (4 days a week minimum considered) Flexible working arrangements are supported
Salary Band/Grade	Band 3 - £47,336
Duration	Maternity cover (expected up to 12 months)

Background Information

About the Centre for Ageing Better

Everyone has the right to a good life as they get older and our whole society benefits when people are able to age well. But far too many people face huge barriers, and as a result are living in bad housing, dealing with poverty and poor health and made to feel invisible in their communities and society.

The Centre for Ageing Better is pioneering ways to make ageing better a reality for everyone. Its key areas of work include challenging ageism and building a nationwide Age-friendly Movement, creating Age-friendly Employment and Age-friendly Homes.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

We are striving to create an organisation that reflects our society and the communities we serve. A workplace where everyone feels empowered and where diversity of background and thought is celebrated. We know there is more work to be done and are committed to continuing to improve our practice around Equality, Diversity and Inclusion

Job Purpose

The Programme Manager will work in the Centre for Ageing Better's Homes team.

Currently, millions of older people are living in homes that are unsafe – cold, damp, mouldy or with other types of hazards. The Homes team run a series of innovation, research, peer-support and influencing projects, that all seek to ensure that no one lives in a home that endangers their health, wellbeing or financial security. We work across local and national government, and collaborate with a range of stakeholders.

The postholder would be responsible for collaborating with colleagues in the design, commissioning and delivery of specific programmes and projects. The Programme Manager will ensure that effective programme management processes - including planning, budget management, risk, stakeholder engagement and delivery - are followed to ensure effective, timely and impactful projects.

The postholder is likely to be focused on projects that deliver change at the local level through service redesign processes, innovation practices and evaluations. Therefore, we are particularly interested in hearing from people who have experience working with organisations to adopt new practices or undertake service redesign, and/or who have commissioned or participated in evaluations.

Specific duties and responsibilities

- Develop and maintain in-depth knowledge of the Homes team's aspirations and work programme, keeping up-to-date with latest insights, issues and opportunities
- Design, commission and manage a number of significant (in scale, complexity and risk) projects that deliver change at the local level through service redesign processes, innovation practices and evaluations
- Ensure that innovation and a focus on impact, scale and change is integrated into our projects
- Champion and support the involvement of people with lived experience
- Develop and manage project plans, delivery milestones, budget management, reporting and payment schedules, risk registers and ensure that project information is kept up-to-date and accurately recorded
- Ensure that programme lessons learned are systematically collected and shared with the wider team.
- Identify and report on impact within programmes.
- Manage contracts and grants, maintaining regular communication with providers and other project stakeholders. Develop and maintain external networks in relation to projects, which will include managing relationships with research producers and other key external stakeholders.
- Design and deliver workshops with internal and external stakeholders to support programme and project development and delivery
- Lead the writing and production of project reports, blogs, case studies and other communications outputs, working closely with Communications colleagues. This often includes translating academic reports into more accessible outputs.

Act in line with Ageing Better's principles and values:

- Take personal responsibility for safeguarding and promoting the rights of older people
- Comply with the relevant policies and procedures of Ageing Better at all times, in particular Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Ensure that ED&I practices are embedded and lived across the entire HR portfolio of work to develop a culture firmly embedded with ED&I at its heart
- Act as a role model to others in challenging beliefs, language and behaviours that do not support, uphold or embrace ED&I principles.

Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge / Skills			
Understanding of the ageing and/or housing sector		✓	Application & interview
Excellent project management and prioritising skills; ability to work to tight deadlines	✓		Application
Good written and verbal communication skills	✓		Application & interview
Effective stakeholder / relationship management skills (internal and external)	✓		Application & interview
Understanding of tools and approaches for stimulating innovation and delivering change (e.g. design thinking, co-design, systems thinking)		✓	Application
Designing and facilitation workshops		✓	Application
IT skills including word, excel and PowerPoint	✓		Application
Experience			
Leading the commissioning and management of high profile contracts	✓		Application
Experience of initiating and managing new projects and activities, including budgets and identifying risks	✓		Application
Working on multiple projects and managing multiple deadlines & stakeholders simultaneously	✓		Application & interview

Contract / grant management – working with suppliers & third parties to ensure timeliness, quality & cost control	✓		Application
Working with researchers, practitioners &/or people in later life – familiarity with communication styles, needs & perspectives of different audiences		✓	Application
Writing and producing project reports, blogs, case studies and other communications outputs	✓		Application
Personal qualities			
Commitment to Ageing Better’s mission and principles	✓		Application
Ability to maintain confidentiality	✓		Application
Collaborative approach and ability to build effective relationships as part of a small team and to the wider team of colleagues	✓		Application & interview
Ability to take initiative and be creative in solving problems	✓		Application
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application & interview