

JOB DESCRIPTION

Post Title: Programme Officer, South Tees Local Delivery Pilot (LDP)

Salary: £28,221

Hours: Full-time (37 hours). Flexible working will be required.

Location: South Tees (Middlesbrough and Redcar and Cleveland)

Contract: Fixed term until 31st March 2021 (subject to funding with potential for a further one year extension)

Responsible To: Programme Director

Purpose of the Post:

This role is critical to the effective and efficient functioning of the Sport England South Tees Local Delivery Pilot (LDP). The post will provide operational management support to the Programme Director, Programme Management Office (PMO) and Programme Delivery Partnership. This will include contact at strategic and operational levels with Sport England, all partners and stakeholders including communities, local authorities, NHS bodies and the voluntary and community sector.

You will support the effective delivery of the LDP on behalf of the Partnership and across the whole system, providing operational management for the delivery of the LDP. This requires working in partnership with Sport England, core strategic stakeholders and operational delivery partners to effectively engage them in the design, delivery and governance of the programme through a Whole Systems Approach.

You will work with the PMO to plan, co-ordinate and performance manage the LDP ensuring programme outputs are delivered effectively and to time. This will include ensuring timely reporting, accurate and complete document management, liaising with partners and facilitating the work of the LDP on a day-to-day basis.

You will have experience of programme management including contributing to the processes and systems to monitor the effectiveness, quality, delivery and impact on local communities. You will have excellent analytical skills in order to write reports and the management of information and will be accustomed to working in challenging, fast paced environments with the ability to meet deadlines.

You will have a strong ability to build effective relationships, be self-motivated and focused on achieving high levels of performance.

Duties and Responsibilities:

1. Produce proposals and action plans for the delivery of the LDP in collaboration with the Programme Director, Programme Delivery Partnership and stakeholders, including implementing, monitoring and reviewing to improve the effectiveness of service delivery.
2. Contribute to the establishment of processes and procedures to ensure the effective implementation and monitoring of the LDP.
3. Manage the overall effectiveness of the programme including the financial, monitoring and reporting systems. This will include liaising with the Programme Director to review and plan work streams, outcomes, priorities and associated budgets.
4. Ensure risks to the programme are identified and effectively managed, including ensuring dependencies between programmes are identified and managed appropriately.
5. Work with the Programme Delivery Partnership and Programme Director to establish the reporting cycle which will underpin the governance of the programme ensuring appropriate levels of governance and audit trails for all programmes.
6. Support the preparation of reports for the South Tees Health and Wellbeing Board and Programme Delivery Partnership to enable leaders to make informed decisions about the direction of the programme. This will include extraction, analysis and interpretation of data and information.
7. Contribute to the financial delivery of the LDP including establishing and monitoring financial projections; actual expenditure and variance.
8. Contribute to the commissioning of services as required and undertake appropriate and relevant duties associated with due diligence where contracts are won/awarded including contract management and monitoring.
9. Participate in relevant consultations and working groups in order to develop the LDP and to provide programme advice, expertise and support, and sharing best practice across organisations.
10. Develop and maintain key working relationships with stakeholders up to and including Board level.
11. Take responsibility for the accuracy, timeliness, reliability and appropriateness of data ensuring quality decisions can be made.
12. Produce reports, carry out presentations to a variety of audiences and undertake administrative duties in connection with the post.
13. Provide day to day management and support to the Programme Support Officer and contribute to the matrix management of the Community Development Workers,

offering advice, guidance and support as necessary to enable them to fulfil their role/s.

14. Carry out all other duties as may be reasonably assigned from time to time and within the level of this Job Description.
15. To take responsibility for your own personal and professional development, including responding constructively to internal management performance processes.