

Job Description

Post title	Programme Manager – Child Poverty Reduction	
Grade	N11	
Job Evaluation Code and Points		
Directorate	Skills, Inclusion and Public Services Reform	
Team	Child Poverty Reduction	
Reporting to	Senior Programme Manager	
Responsible for	Not Applicable	

Job Purpose

The Programme Manager will lead the development, implementation and continuous improvement of flagship initiatives aimed at reducing child poverty. One of the early initiatives of the child poverty reduction team will be the development and implementation of childcare grant programme.

This role involves overseeing the strategic planning, operational execution, and monitoring of the programme, working closely with internal teams, local authorities, and external partners to ensure the initiatives deliver their intended outcomes.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Lead the end-to-end management of the childcare grant programme from strategic design to implementation and evaluation.
- To programme manage this strategic programme, including implementing and overseeing processes which ensure effective risk, issue, financial and performance management, benefits realisation and governance.
- To carry out programme and project appraisals, due diligence, monitoring and evaluation as appropriate.

- To co-develop projects with stakeholders, from project idea to compliant full business case. Such projects will inform a project pipeline that contributes to the development of the childcare grant programme.
- To write funding bids, as required, to secure and/or maximise project funding, and to negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.
- To write reports and service the North East CA Cabinet as required.
- To build and develop partner relationships and manage stakeholder expectations within and out with the North East, including relationships with local and national government.
- To develop and implement communication strategies so as to engage all partners and stakeholders.
- To procure goods and services for the North East CA and carry out effective contract management as required.
- To contribute to the development of the North East CA's service planning activities and priorities, ensuring alignment to the Authority's strategic aims and objectives.
- To promote and implement the Combined Authority's equal opportunities policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person specification

Job Title: Programme Manager – Child Poverty Reduction

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline or 3 years' experience in a similar role. • Project Management Qualification. 	<ul style="list-style-type: none"> • Evidence of continued professional development.
Experience	<ul style="list-style-type: none"> • Proven experience in programme management, with a track record of delivering complex, multi-stakeholder initiatives on time and within budget. • Experience in leading or contributing to the development of programmes, ideally related to poverty reduction, childcare, or social policy preferably within a public sector, non-profit, or local government setting. • Experience of programme appraisal, due diligence, and evaluation. • Experience of securing funding and bid writing. • Experience of effectively managing budgets. • Good understanding of national and regional approaches to tackling child poverty. • Experience of managing partnerships and stakeholder engagement across diverse sectors. • Experience of working strategically with/in the early years education and childcare sector. • Experience of grant making. 	<ul style="list-style-type: none"> • Experience in working with or within a combined authority or local government. • Knowledge of funding streams and financial management within a public or charitable context. • Familiarity with child poverty legislation and national initiatives aimed at reducing inequality.

Skills and Knowledge	<ul style="list-style-type: none"> • Strong strategic thinking and problem solving abilities. • Strong communication skills, both verbal and written, with experience in producing high-quality reports, presentations and strategic documents. • Awareness of the socio-economic factors that contribute to child poverty and the challenges faced by low income families in accessing affordable childcare. • Ability to work collaboratively, managing and developing staff, and fostering a culture of excellence and continuous improvement. • Excellent organisation and time management skills whilst working to challenging deadlines. • An understanding of the vision and priorities of the North East Combined Authority. • Knowledge and understanding of the early years childcare funding landscape. 	<ul style="list-style-type: none"> • Knowledge of the national challenges and policy landscape related to child poverty and educational inequality.
Personal Qualities	<ul style="list-style-type: none"> • High level of integrity and professionalism. • Strong commitment to social justice and reducing child poverty. • Ability to work as part of a team and living the values wherever you work. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity. 	
Additional Requirements		<ul style="list-style-type: none"> • The role will involve travel around the region, therefore a driving licence will be advantageous