Sunderland City Council

PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

Job Description

Job title	Pride in Place Programme Delivery Manager
Grade	Grade 8 – Fixed Term position until 31.03.2029 Pt 31 – pt 35 £43,149 - £47,665
Service/Team	Strategy and Corporate Affairs/Area Arrangements
Main purpose of job ***(i.e. why is post required?)***	To provide dedicated programme leadership and delivery management for the Thorney Close, Plains Farm and Springwell Pride in Place Programme, ensuring that the Neighbourhood Board's vision, priorities and investment plan are successfully delivered, monitored and evaluated
Key responsibilities ***(i.e. what does the post broadly do to achieve its purpose?)***	To lead, coordinate and manage the delivery of 1 of Sunderland's 3 Pride in Place Programmes, ensuring the programme is community-led, evidence-based, compliant with funding requirements, and aligned with the vision and plan agreed by the Neighbourhood Board. The postholder will be responsible for the planning, implementation, management, monitoring and reporting of all programme activities, ensuring robust governance, effective community engagement, sound financial oversight, and successful delivery of approved projects. The role requires proactive leadership, strong partnership working, high-level programme management skills, and the ability to work autonomously and confidently with a range of stakeholders including residents, voluntary and community organisations, MP, elected members, local councils, central government departments and delivery partners. Working with the Neighbourhood Board, other key stakeholders and relevant Council service areas, the postholder will ensure projects are delivered effectively,

	risks are managed proactively, and that the programme achieves meaningful long-term benefits for the area.
Key tasks ***(i.e. the specific duties that are required to achieve responsibilities)***	1. **Lead and assure** the Pride in Place Programme's full compliance with Government guidance, taking overall accountability for eligible expenditure, output and out-come reporting, evaluation, monitoring, procurement and branding requirements. 2. **Design, implement and continuously improve** programme governance, systems and controls to deliver the PiPP 10-Year Vision and 4-Year Invest-ment Plan, working with relevant council service areas to ensure robust financial management, performance tracking, risk mitigation and benefits realisation. 3. **Prepare, Oversee and quality-assure** all financial, performance and impact reporting to MHCLG, the Neighbourhood Board and internal governance bodies, ensuring submissions meet the highest stand-ards of audit, assurance and regulatory compliance. 4. **Ensure and enforce compliance** of all PiPP-funded activity with the Council and Neighbourhood Board Lo-cal Assurance Framework, providing expert over-sight of financial management, procurement, contract management, audit and governance arrangements. 5. **Develop and lead a comprehensive management information framework**, working with the Council's External Funding Team to develop dashboards, fore-casting and performance analytics, to drive informed decision-making, proactively identify risks and underperformance, and direct timely corrective action. 6. **Provide strategic governance support** Serve as the lead delivery officer to the Neighbourhood Board, pre-paring reports, coordinating actions, monitoring pro-gress and enabling the Board to focus on strategy, leadership and community priorities 7. **Act as the Pride in Place Programme's lead delivery officer,** coordinating support from Sunderland City Council, delivery partners, community organisations and other stakeholders to achieve Board-approved outcome**s** 8. **Lead the commissioning, procurement and con-tract management** of PiPP interventions, working with the Council's External Funding Team to ensure transparent, compliant and value-driven processes, in-cluding the design and delivery of competitive grant programmes from inception to closure. 9. **Build and sustain high-impact strategic partner-ships** with external organisations, community stakeholders, businesses and internal teams to

	maximise delivery effectiveness, leverage additional resources and enhance programme outcomes. 10. **Provide strategic oversight of communications and engagement**, working with the Council's Communications Team to support delivery of the Neighbourhood Board's communications and community engagement activities, ensuring residents are informed, involved and able to participate in shaping programme delivery. 11. **Take overall accountability for audit readiness**, ensuring all financial evidence, claims, monitoring data and records are accurately captured, securely maintained and readily accessible in line with statutory and governance requirements. Working with finance legal and assurance colleagues as appropriate. 12. **Set and enforce clear expectations** for all delivery partners, ensuring full understanding of and compliance with reporting, monitoring, evidence and assurance requirements throughout the programme lifecycle. 13. **Lead financial planning and performance management** of PiPP budgets, driving accurate forecasting, effective spend control and delivery against financial and performance targets, while proactively addressing variances and risks. 14. **Build trusted relationships** with residents, community groups, schools, faith organisations, businesses and partner agencies. 15. **Support the development of community capacity and local leadership** to ensure the programme remains resident-led and sustainable beyond the funding period
Responsible for staff/equipment	Multi-agency team working, establish direction, influence others towards shared goals and empower, inspire and motivate individuals to deliver agreed objectives.
Other duties/specific policies e.g. DBS	The post holder must comply with requirements of a politically restricted post as set out in the Employee's Code of Conduct. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service. The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct and all other Council Policies.

	The post holder must comply with the Council's Health and safety rules and regulations and with Health and safety legislation. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.