



## **Job Pack: Programme Manager**

<b>Job title:</b>	Programme Manager
<b>Responsible to:</b>	Director, National CLT Network
<b>Salary:</b>	£30,000 + pension and benefits
<b>Location:</b>	London – Farringdon
<b>Contract:</b>	Full time 1 year fixed-term contract with a possible extension, subject to funding

### **Overall Purpose of the Role**

As the Programme Manager at the National CLT Network you will be accountable for the management and delivery of the National CLT Network's grants programmes, including:

- 1) The Urban CLT Project, a major fund to support CLTs take off in cities across England and Wales, supported by the Oak Foundation;
- 2) The CLT Start-up Fund, a £500,000 fund that provides start-up grants to budding CLTs.

As part of this, you will be responsible for driving, project managing and delivering these programmes, working closely with communities as you assess and distribute grants and make sure the programmes support their projects, reporting back to funders, and exploring ways to improve the Network's programmes for the future.

The other part of the role involves supporting the strategic work of the National CLT Network, working with the Director on the future direction and funding of the organisation, and supporting the National CLT Network's major advocacy campaign to get the right policy and funding environment for CLTs. Critical to this is building a strong evidence base on the sector, which will also be an important part of your role.

### **Key Responsibilities**

You will:

- Project manage the Urban CLT Project, including grant management, and manage the Start-up Fund and the umbrella fund;
- Support the strategic work of the National CLT Network, working with the Director, including on the future direction and funding of the organisation;
- Support the National CLT Network's advocacy campaign in the run up to and beyond the General Election, including by ensuring the Network has a strong evidence base on CLTs;
- Line manage the Communications and Membership Officer.

### **Person Specification**

The National CLT Network uses a competence-based approach to its assessment of performance and behaviour. See the 'How to Apply' section below. In your cover letter,

under the competency headings set out below, you should set out how you meet the following competencies and have the necessary knowledge, skills and experience. Please note the word limit.

### **Knowledge, skills and expertise – essential**

- Experience of project management;
- Experience of line management, including conducting appraisals and supporting staff development;
- Well-organised and able to balance a variable workload and competing demands;
- Ability to be task-orientated and drive projects forward in a systematic and logical way;
- Excellent attention to detail and ability to set and monitor budgets effectively;
- Ability to analyse and interpret information effectively from a variety of sources;
- Strong ability to communicate verbally with a variety of individuals and audiences;
- Ability to write clearly and persuasively in a variety of styles;
- Ability to work on your own initiative as well as co-operatively as a member of a team.

### **The following knowledge, skills and expertise would be an advantage, but is not essential:**

- Experience of grant management and assessment;
- Experience of fundraising;
- Knowledge and understanding of the housing sector;
- Knowledge and understanding of the Community Land Trust or community-led housing sector.

### **Competencies**

#### **Setting Direction**

**Seeing the Big Picture** – have an in-depth understanding and knowledge of how this role fits with and supports the objectives of the Network.

- Be alert to emerging issues and trends that might impact or benefit the work of the National CLT Network;
- Actively seek out and share experience to develop understanding and knowledge of their own work and that of the National CLT Network;
- Seek to understand how the different elements of the Network’s offer creates value for the end user.

**Analysis and decision making** – analysing information effectively and with insight. Using sound and balanced judgment to draw conclusions from data and to make effective

decisions. Generating logical, viable and creative solutions to problems following systematic assessment of relevant options.

- Accurately analyses different types of detailed information;
- Able to summarise information effectively to aid decision-making;
- Understands which people to include in which decisions and why;
- Generates a range of viable alternative approaches when faced with issues to solve;
- Chooses the most appropriate solution or approach using sound judgement and consultation where appropriate.

**Planning** – Generating clear and realistic work and project plans. Accurately considering resources and time required to achieve goals.

- Effectively plans how to achieve short and long-term objectives. Applies excellent planning skills to draw up realistic milestones and calendarised activities for own projects;
- Makes contingency plans to allow for unforeseen obstacles to progress;
- Provides timely and clear progress reports;
- Alerts the Director to changes or circumstances that may result in objectives or targets being missed in a timely manner.

**Change and improvement** – being open to change and suggesting ideas for improvement and working in smarter and more effective ways.

- Find ways to improve delivery making the most effective use of resources;
- Actively encourage ideas from a wide range of sources and stakeholders and use them to inform own thinking;
- Prepare for and respond appropriately to the range of possible effects that change may have on own role and the rest of the Network team.

### **Achieving results**

**Delivering results** – Taking responsibility for the achievement of goals and the delivery of results. Ensuring that quality standards are met in all areas of work. Paying attention to detail.

- Is able to manage a competing and long term portfolio of priorities effectively;
- Copes effectively with the changing requirements of their work portfolio (e.g. as individual project deadlines begin to vary from the original plan);
- Delivers work which has a high level of impact;
- Works confidently with performance management and financial data to prepare forecasts and manage and monitor budgets against agreed plans.

### **People Focus**

**Communication and influencing** – communicating information clearly, accurately and concisely both verbally and in writing. Using appropriate style and content in communication to effectively influence and persuade others.

- Credible with external stakeholders due to style and content of communication;

- Builds clear, persuasive and evidence-based arguments to promote a particular viewpoints;
- Understands which channels/media are appropriate for which messages and uses these with skill.

**Collaborating with others** – Building and maintaining positive, professional and collaborative working relationships with the team at the National CLT Network, with members and with external stakeholders. Valuing the contribution of others in order to build trust and share decision-making to effectively pursue organisational goals. Working with others in a flexible and supportive way. Demonstrating respect for all and awareness of equality and diversity both inside and outside the National CLT Network.

- Actively seeks information, resources and support from people locally and nationally in order to pursue National CLT Network goals;
- Consults with colleagues at the National CLT Network as appropriate, including the Board and CLT umbrellas;
- Has awareness of needs and concerns of members and partners and responds to these positively.

### **How to apply**

Please prepare a tailored CV and a full cover letter. In your cover letter set out why this post interests you and, under each competency heading, detail how you meet the competencies, knowledge, skills and experience. The cover letter should be no more than 1000 words.

Please return the CV and cover letter by email to [Sarah@communitylandtrusts.org.uk](mailto:Sarah@communitylandtrusts.org.uk) **by midnight on 14th January.**

Please note that interviews will be held on 3<sup>rd</sup> February 2015.

## **Terms and Conditions**

### **Salary**

£30,000

### **Contract type**

One year fixed term contract with the possibility of a further extension, subject to continuation of grant funding.

### **Hours of Work**

This role is a 35-hour week.

### **Probationary Period**

This post is subject to a three-month probationary period.

### **Annual Leave**

The holiday entitlement 30 days, in addition to public holidays, including three days paid holiday leave taken between Christmas Day and New Year's Day inclusive.

### **Occupational Sick Pay**

The entitlement to sick pay is service-related, starting with one month's full pay during the first year of service and rising to six months full pay after 5 years' service.

### **Pension Scheme**

We offer entry into a defined contribution pension scheme from the Peoples Pension with a match-funding (+2%) contribution from the National CLT Network.

### **Private Health Care**

The National CLT Network will pay for you to become a member of the Simply Health scheme, allowing you to benefit from early diagnosis of medical conditions, access to surgery and complementary medicine e.g. physiotherapy.

### **Place of Work**

This role is based at 70 Cowcross Street, London, EC1M 6EJ, the new premises of the National CLT Network once it leaves the National Housing Federation in June.

### **Learning and Development**

The National CLT Network is looking for a candidate with the appropriate skills and experience to fulfil this role. In return we provide an excellent working environment. We support staff to develop their skills, including through professional development and appropriate training activities, whilst encouraging a culture that supports a work-life balance for its staff. Our aim is that our staff should also be able to have fun at work.

### **Equality and Diversity**

The National CLT Network is strongly committed to developing a positive organisational culture which values people from all sections of the community and the contribution each individual can make to our work. This is in addition to statutory responsibilities to promote equality and diversity in all our activities.

**Behavioural Standards**

Carry out the work of this post in line with National CLT Network's policies, statutory requirements and responsibilities, corporate and professional standards.

**Health and Safety**

All staff at the National CLT Network must give full support to its health and safety policy. We seek from every member of staff active co-operation with those responsible for the effective planning, organisation and monitoring of our health and safety.

Please visit our websites at [www.communitylandtrusts.org.uk](http://www.communitylandtrusts.org.uk) for further information about the National CLT Network, our members and our work.