

Job Description

Job Title	Community Programme Manager
Office Location	Central House, Sittingbourne (flexible)
Salary	Commensurate with experience
Responsible to	Chief Executive Officer (CEO)
Contract type	12 months fixed term maternity cover

PURPOSE OF JOB

The management of Swale Community Leisure (SCL) Community Programmes, ensuring the maintenance and development of existing programmes, as well as the creation and implementation of new ones. To strive for optimum performance in all areas of operational delivery, whilst contributing to the financial performance and creation of Social Impact Value (SIV) of SCL as a charitable organisation.

The Community Programme Manager is responsible for ensuring that all programmes are successfully maintained, particularly in relation to facility contracts and funded projects. This includes contributing to the design and delivery of such contracts/projects as required. They will work alongside the Community Contracts Manager and Community Partnership Manager to ensure programme development and delivery is ensured, whilst supporting team members and the CEO with any current or future developments.

The role will require a flexible approach to working hours and the ability to travel to different venues as required.

DUTIES & RESPONSIBILITIES

- Work with the Community Contracts Manager and Community Partnership Manager to explore, identify and develop existing and new programmes both within SCL facilities and through outreach programmes.
- Source and apply for funding opportunities, whilst liaising with funders and stakeholders to maintain positive relationships.
- Oversee and manage organisational PR, marketing and promotion.
- Event organisation and management.
- Identify and understand partner, local, regional and national agendas and initiatives; drive strategic direction and delivery to meet and converge with said agendas.
- Contribute to an improving financial position for the organisation through programme management and maintenance
- Attend meetings as directed by the Chief Executive Officer, and/or in conjunction with senior team members, and give support with preparation, minute-taking and administration as required
- Contribute to SCL SIV creation through site based and outreach activity programmes, whilst working closely with the Community Partnership Manager and Community Programme Manager, as part of the Senior Team
- Be responsible for all own and others health and safety in line with company policy
- Deliver and attend training sessions either on site or at other venues as directed
- Any other reasonable duty/task.

QUALIFICATION LEVEL

Educated to degree level, or with equivalent industry standard qualifications (or work towards such as required).

EXPERIENCE LEVEL

Essential

To be able to demonstrate a level of experience and knowledge commensurate with the position, either through study or practical application as follows:

- Liaising with senior team members, partners and external funders
- Experience of financial management
- Managing staff teams through delegated authority
- Excellent interpersonal skills both written and verbal
- An understanding of business and community development
- A knowledge of contract and project requirements, specifically relating to diverse partner outcomes
- An understanding of the importance of effective marketing and PR
- A sport or leisure management background
- Hold a current, full clean driving licence
- A flexible approach to multi-site working and the ability to travel as required using own transport or equivalent, since some evenings and weekends will be required
- IT and computer literate

Desirable

- Experience of working in a local government environment
- Understanding of local and national social and political agendas
- Experience of creating and delivering effective marketing plans
- Experience of developing specialist interventions and creative programming
- An understanding of local and national health context
- Experience of working in the charitable sector
- Knowledge of UK's sporting infrastructure and current initiatives

PERSONAL ATTRIBUTES

- Maturity and calmness under pressure
- Confidence in speaking and engaging with stakeholders at a variety of levels
- An engaging personality, with the ability to motivate and empower
- High personal integrity and motivation
- Good interpersonal & organisational skills
- A commitment to ensure the success of the organisation
- Team player with excellent communicational skills on all levels

REPORTING

This role reports directly to the Chief Executive Officer