

Job Description – Programme Manager



Responsible to	Chief Executive
Salary	In the range £35,342 to £36,342 per annum pro rata + 6% contribution to pension scheme
Hours of work	28 hours per week (0.8 full-time equivalent)* on a flexible basis, including occasional evening and Saturday work**
Place of work	Greener Kirkcaldy office and community locations; Greener Kirkcaldy has a hybrid working policy, allowing staff to work from a hybrid of office and home depending on the needs of each role
Contract	Permanent
Holiday	33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service
Requirement	The post-holder will be subject to a Disclosure Scotland check

* We would consider requests to work fewer hours.

** Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.

Job purpose

To lead and support Project Managers and Coordinators to deliver agreed operational objectives and to play a lead role in quality management and impact evaluation across the organisation.

Greener Kirkcaldy's work is diverse and includes programmes of action on climate change, fuel poverty and food insecurity. We work in Kirkcaldy and across the region of Fife, often in partnership with other charities and public-sector organisations. Our work encourages individuals, households, community groups and businesses to make Fife a greener and fairer place to live. For examples of our work and partnerships see: www.greenerkirkcaldy.org.uk, www.climateactionfife.org.uk and www.langtouncycles.org.uk.

Our programme is delivered by teams, each of which delivers a range of grant-funded projects and social enterprise (income-generating) activities. Each team includes staff and volunteers

and is led by a Project Manager or Coordinator.

You will support the leaders of four Greener Kirkcaldy delivery teams, ensuring that goals are met and operational performance is continuously improved in line with organisational aims.

The teams are:

- The Community Food team, who deliver a range of activities to tackle food insecurity and encourage climate-friendly food choices
- The Outdoor Projects team, who run a community garden, events and training on growing
- The Community Engagement team, who deliver events, training and campaigns on climate change and low-carbon behaviours, and
- The Cycle Social Enterprise team, who run the Lang Toun Cycles community bike shop and a programme of events and outreach work.

You will also play a key organisation-wide role, leading initiatives to improve impact evaluation and quality management policies and systems.

Specific responsibilities

- To provide line management, support and supervision to the relevant Project Managers and Coordinators
- To ensure successful development and delivery of a range of short and long term projects
- To agree operational targets and outcomes with the Chief Executive and project teams
- To develop and implement policies and procedures for quality management and improvement
- To ensure that relevant regulatory requirements are met
- To develop systems of performance monitoring and impact evaluation
- To ensure that all project reporting requirements are met
- To oversee team budgets, delegating responsibilities where appropriate
- To encourage and facilitate cross-team cooperation and joint working
- To support a culture of learning and reflective practice
- To lead operational change and ensure services are up to date and relevant
- To develop and implement strategies for key operational risks
- To contribute to the Strategic Planning process and wider organisational development, including development of partnerships and income-generation opportunities

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental and community development issues in the local area

- To promote the values of Greener Kirkcaldy when working in the local community
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals
- To work constructively and effectively with project partners
- To report on the success of allocated tasks
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to team meetings, board meetings and training courses
- To provide a positive role model for the staff team
- To undertake other duties in line with the job purpose