

Job Description - Programme Manager (Maternity Cover)



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| Responsible to | the Chief Executive |
| Salary | In the range £35,585 to £38,159 per annum pro rata + 6% contribution to pension scheme |
| Hours of work | Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)* on a flexible basis, including occasional evening and Saturday work |
| Place of work | Greener Kirkcaldy office or hybrid of office and home |
| Contract | Fixed term to 28th February 2025, with possibility of extension |
| 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, or to job-share.

Job purpose

Greener Kirkcaldy is a community-led charity working locally to bring people together, take positive action on the climate emergency and support people experiencing fuel poverty and food insecurity. We want our town to be a good place to live and work. We believe in a future where everyone has a say in what happens locally, people are working together to protect our environment and those in hardship are supported to live well.

Our team of 40 staff and 120 volunteers deliver a wide range of grant-funded projects and social enterprise (income-generating) activities. Our 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, public-sector organisations and social enterprises.

The purpose of this job is to lead and support four Project Managers, as well as Greener Kirkcaldy's Volunteer Coordinator to deliver agreed operational objectives.

You will support the leaders of five Greener Kirkcaldy delivery teams, ensuring that goals are met and operational performance is continuously improved in line with organisational values and 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
- The Cycle Social Enterprise team, who run the Lang Toun Cycles community bike shop and a programme of events and outreach work
- The Volunteer team of around 120 volunteers led by a Volunteer Coordinator

As a member of the Senior Management Team, you will also play a key organisation-wide role, ensuring effective practice around impact evaluation and quality management.

Specific responsibilities

- To provide line management, support and supervision to the Volunteer Coordinator and Project Managers
- 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 support implementation of systems of performance monitoring and impact evaluation
- To ensure that all project reporting requirements are met
- To oversee delegated team budgets
- To encourage and facilitate cross-team cooperation and joint working
- To support a culture of learning and reflective practice
- To support 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 issues
- 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 provide a positive role model for other staff at all times
- To develop good relationships with project partners
- To report on the success of allocated tasks, both verbally and in writing
- To comply fully with the organisation ethos, policies and procedures and relevant legislation
- To attend and contribute to staff and board meetings
- To undertake other duties in line with the job purpose

Person Specification

| Qualifications, skills and experience | Essential | Desirable |
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| Experience of leading a team to deliver a project or service | • | |
| Experience of partnership working, collaborative projects and ability to develop partnerships | • | |
| Ability to manage a portfolio of responsibilities | • | |
| Experience managing budgets | • | |
| Excellent leadership, communication and interpersonal skills | • | |
| Proven ability to plan and prioritise a busy, diverse workload and use initiative | • | |
| Experience of monitoring, evaluation and reporting | • | |
| Excellent literacy, numeracy and IT skills | • | |
| A qualification in management or leadership | | • |
| Experience of working in the voluntary or community sector | | • |
| Experience of managing grant-funded projects | | • |
| Experience of action learning or reflective practice | | • |
| Knowledge | | |
| Knowledge of HR policies and good practice | • | |
| Knowledge of quality management or assurance | | • |
| Understanding of social enterprise | | • |
| Personal qualities | | |
| Proactive and self-motivated | • | |

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| Flexible and adaptable | • | |
| Ability to work well under pressure | • | |
| Excellent attention to detail | • | |
| A positive and supportive attitude | • | |
| Awareness of the need for confidentiality/sensitivity | • | |
| A willingness for continued learning and personal development | • | |
| Enthusiastic about engaging people to tackle the climate emergency | • | |
| An interest in social justice and helping people in hardship | • | |
| Genuine interest in community development and engagement | | • |
| Additional requirements | | |
| Ability to travel to meet the requirements of the role | • | |