

## **Mottotham Big Local Refocused Programme Manager**

**Salary:** NJC Senior Officer 1 sp. 25 £33,954 FTE. plus 3% pension contribution (pro-rata)

**Hours:** 37.5 hours per week

**Reporting to:** Local Trusted Organisation Community Links Bromley (LTO) Chief Executive

**Location:** Mottotham & hybrid working

**Fixed term:** 9 months (may be subject to extension)

### **Main Areas of Responsibility:**

As programme manager over will lead to programme delivery. Reporting to the MBLR Partnership you will lead on engagement with statutory, community, voluntary and private sectors to strengthen, inform and engage with the programme delivery. You will also lead in drawing up tenders and partnership agreements and the project legacy.

### **Partnership and stakeholder engagement**

- Lead on strategic engagement to the statutory, community and voluntary and private sectors within both the local vicinity and the borough to strengthen, inform and engage with the programme delivery.
- Assist in the engagement with the local community including recruitment, induction and development of new members to the Partnership Board
- Chair external meetings.
- Support & advise Partnership members in internal meetings.
- Develop agenda and meeting content for the Partnership meetings in consultation with the Co-Chairs, LTO and local trust representatives.

### **Events**

- Lead on the development and delivery the Mottotham Big Local Refocused (MBLR) programme to include activities and events to bring the community together.
- Develop Project Initiation Forms
- Lead on partnerships with suppliers
- Draw up tenders & agreements.
- Use the project impact tracker and provide overall framework for project measurement.

### **Legacy**

- Lead on the work required to create a sustainable legacy for the Mottotham Big Local Refocused
- Optimise funding opportunities and relationships for the benefit of the area.
- Work to build the local social infrastructure over the remaining period of the programme and increase engagement with the community, recruit volunteers, and support the Partnership Board.
- Ensure accurate and timely data collection and evaluation to inform future planning.

- Manage the MLBR Administrator and Project Support Officer
- To develop and monitor a marketing strategy and underpinning communications plan targeted at residents, community groups, and key stakeholders including the local authority, local businesses and other statutory agencies. This will include the development of content including promotional materials, for marketing mediums including the website and newsletters.
- To lead on the use of social media to publicise events and activities and to maintain the MBLR website, supplying engaging content to be used across all platforms.

### **Community Grants Programmes**

- Ensure the effective management of the Community Chest Programme in consultation with the Partnership Board to meet agreed priorities.
- Work collaboratively with the MLBR Administrator and Project Support Officer, LTO and Local Trust to ensure the effective management and delivery of the other grants Programme. This will include drafting funding agreements and due diligence.
- Support and service the relevant monitoring sub-committee in relation to the Grants programme and leading on engagement with awardees.
- Liaise with project deliverers, the monitoring and evaluation sub-committee, and Local Trusted Organisation to negotiate the best outcomes and capture progress information. This will include supporting the collation of statistics for the Partnership Board to monitor impact and reach.
- Monitor progress of the programme including any extensions and requests for variations
- Understand and support the delivery of related grants.

### **Communications**

- Ensure the effective implementation of the Partnerships communications strategy and framework for communications plan.
- Oversee the development of quarterly newsletters, providing strategic guidance and editorial oversight.

### **General**

1. Act as a positive ambassador for MBLR, actively promoting the ethos of the Big Local and the MBLR aims, priorities and outcomes.
2. Attend supervision meetings as required.
3. Liaise with the Local Trusted Organisation where applicable.
4. Supervision and support the Administrator and Project Support Officer to service the Partnership Board and its relevant sub committees.
5. Attend and report progress to Partnership Board meetings as required.
6. Lead on the Community Chest and Events Sub-committees
7. Cover the responsibilities of the Administrator and Project Support Officer in their absence.
8. Promote equal opportunities in the provision of the service and take positive steps to counter discrimination.

This job description will be subject to periodic review and adjustment in accordance with the needs of the project.

## Person Specification

### Experience

Experience essential = E

Experience deemed desirable = D

Over 2 years experience of working in an community and strategic engagement capacity	<b>E</b>
Experience of incorporating inclusivity and diversity into the work you do with the community and colleagues	<b>E</b>
Experience and ability to work effectively to achieve targets and meet deadlines when appropriate	<b>E</b>
Experience of writing communications plans and developing marketing materials, including social media	<b>D</b>
Experience of leading or supporting the writing of successful funding applications	<b>D</b>
Experience of providing committee/Board support including work plan provision and report writing	<b>D</b>
A minimum of one years line management experience	<b>D</b>
Experience of event planning and management	<b>D</b>
Experience of monitoring the delivery of grant programmes	<b>D</b>

### Skills and Abilities

Ability to work effectively to achieve targets and meet deadlines	<b>E</b>
Ability to work inclusively with professionals and local residents	<b>E</b>
Ability to work under direction	<b>E</b>
Ability to communicate effectively both verbally and in writing	<b>E</b>
Ability to use a range of IT. This will include experience of using microsoft office and relevant office software	<b>E</b>
Familiarity with and an ability to use social media for development purposes	<b>E</b>
Ability to work occasional evenings and weekends as required	<b>E</b>

### Knowledge

An understanding of the charitable sector and how it operates .	<b>E</b>
An understanding of equal opportunities and how it works in practice.	<b>E</b>
An understanding of working within safeguarding guidelines.	<b>D</b>
An understanding of Health & Safety procedures and how they are implemented in practice	<b>D</b>

Reviewed and agreed by the Partnership Chair 22/11/23.