

# Resilience Learning Partnership



## Job Title: Programme Manager

### Place of work:

Hybrid - You will be required to be accessible to our office in Alloa or other sites across Central Scotland. However, during periods when not required in person you will be able to work from home.

### Reports to:

Managing Director

### Starting:

12th February – 1st March 2024

### Ending:

13th December 2024

### Salary:

£32,000-£34,000 (full time equivalent, FTE)

### Hours per week:

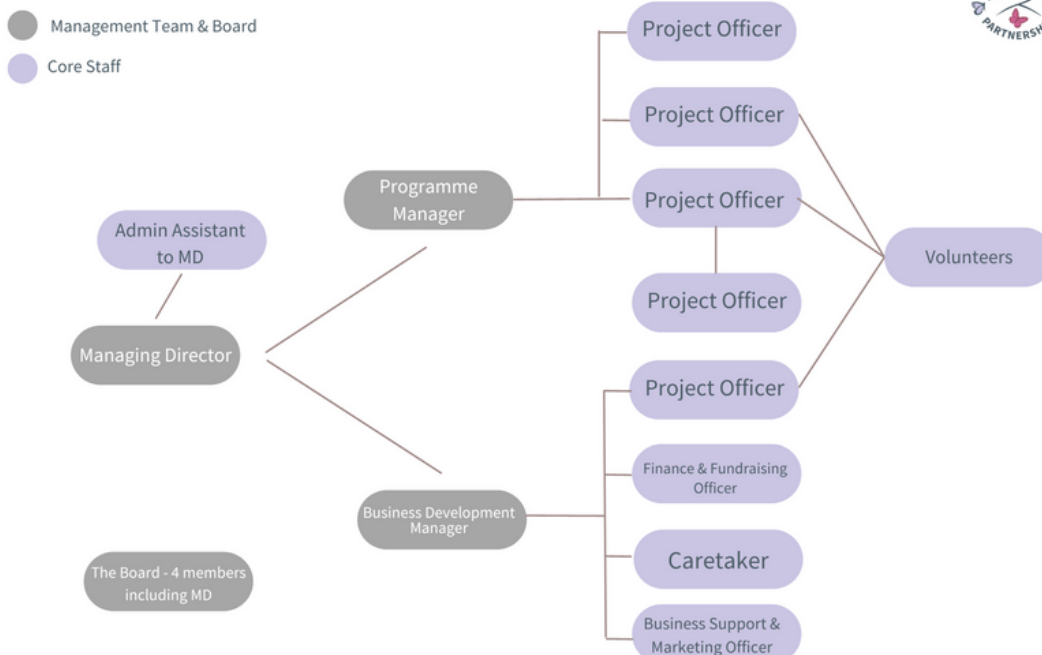
22.5hrs / 3 days per week Programme Manager **OR**

37.5hrs / 5 days per week to include high level of responsibility for organisational financial management.

### Job Overview:

The Programme Manager is ultimately responsible for the day-to-day company operations including finances, policies, procedures, health, safety and welfare of all staff, volunteers and participants involved in RLP activities. This role is a senior management role within the organisation and the Programme Manager is expected to work with the Managing Director to develop the organisation ensuring the successful delivery of the RLP strategic priorities and commitments.

### RLP Organisational Chart





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### Resource Responsibility:

The post holder will be responsible for a company laptop, company mobile phone and the handling of sensitive company information.

### Responsibilities and duties:

- Supporting the development of organisation strategy through an analysis of opportunities and risks and ensure that RLP is positioned to maximise the impact that it can deliver.
- Provide leadership and direction for the allocated staff team ensuring that organisational strategy translates into a dynamic portfolio of activities that staff are connected to and understand their role within it.
- Oversight of all RLP activities, contracts, and funded projects to ensure that staff have the knowledge skills and experience to deliver a high-quality service in line with project milestones.
- Responsible for ensuring that high quality monitoring and evaluation takes place in line with funder requirements and business plan success measures adhering to timescales agreed.
- Responsible for ensuring that restricted funds are spent in line with grant conditions and that spending is within the approved budget levels as agreed by the Board.
- Support the development of the annual business plan and setting the underpinning budget.
- Responsible for the health, safety and welfare of all staff, volunteers, and participants of RLP.
- Manage the overall financial health of all projects and the organisation, reviewing company performance against budget, establishing budget controls and processes for staff with delegated budget responsibilities.
- Oversee the development of organisational policies and procedures ensuring that the organisation adheres its legal obligations, seeking external advice as required.
- Provide line management, support and development opportunities for line reports ensuring that they have the skills, knowledge, and experience to thrive in their roles.
- Ensure that the management style is reflective of RLP's organisational values adopting a trauma informed approach.
- Support the growth, development of the organisation ensuring that the management team mitigate and manage risks that could negatively affect the organisation.



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- Attend strategic spaces and leading meetings and forums involving external stakeholders.
- Lead activities that will increase revenue for RLP to further its priorities and commitments including the development of tenders, grant applications or proposals.
- Ensure that all employees, volunteers, and learners have a dynamic, supportive and trauma informed workplace.
- Ensure that the Managing Director is provided with accurate information relating to financial health of the organisation, service performance and risk management.
- Liaise with external professional services including HR, Health and Safety and accountants supporting RLP as required ensuring that the leadership team are provided with high quality advice in areas of risk and responsibility.
- Lead the preparation of Board reports attending and present progress at Board meetings.

### Stakeholders:

#### Internal stakeholders:

- RLP participants
- RLP volunteers
- RLP staff team
- RLP Board members

#### External stakeholders may include:

- Scottish Government
- Local Authorities
- Third Sector Interface
- Community Justice Partners
- Housing Associations
- Health and Social Care Partnerships
- Education services including schools, college, and universities.
- Private sector clients

