

Job Title:	Fundraising Programme Manager		
Reporting to:	Director of Fundraising	Job Band:	Band 2
Direct Reports:	0	Size of Team:	6

A key role within the Fundraising Directorate, you will act as the key programme/project manager supporting delivery of a change programme to achieve significant income growth across Fundraising Directorate. Working across Fundraising leadership team, oversee key cross directorate and organisational change projects, identify internal dependencies and manage those appropriately.

The Programme Manager is responsible for supporting the execution of the overall Directorate business plan, through effective oversight of delivery, managing key projects, proactive problem solving and hands on project management where necessary to deliver key priorities. You may, when required, also assist in the management of major and high-profile programmes that have significant and broad organisational impact, as well as standalone projects of varying complexity. You will manage the implementation of new solutions and changes within the Fundraising Directorate through strong business relationships and robust project and programme management.

Key Responsibilities

- Support key areas of the directorate in the collaborative, dynamic planning process, prioritising the work that needs to be done against the capacity and capability of the team, aligning functional plans to overall Directorate plans and ensure a focus on achieving SMART objectives. Act as a proactive partner to help challenge colleagues on their requirements during planning/initiation phases.
- Assist functional departments in the development of business plans, business change requests, business cases and option papers in support of business changes.
- Recommend project management approaches for key strands of work. Offer advice and guidance in areas such as Project Management/Work Stream Methodologies to use and how to use them.
- Gain and maintain an active understanding of the business and the organisations technology strategies and direction and use knowledge to suggest proposals for future plans.
- Form and manage effective relationships with key business stakeholders. Communicate to and interact with senior stakeholders as required.
- Regular tracking of the status of key projects and business-as-usual work-streams to ensure delivery of the Directorate plan. Report on progress against key milestones and assess the impact of any slippage on outcomes and submit regular Highlight Reports to the Director.
- Ensure robust and effective governance to SJA standards, control and reporting is maintained for all assigned programmes and projects. Agree robust project/programme plans, resource plans, and key milestones for assigned work.
- Project manage key Directorate projects, including stepping in to address any potential failure, ensuring all team members understand their roles; ensuring project objectives and requirements are understood and met. Provide a point of escalation for individual projects and support for managers within a programme.
- Manage risks, issues, and change, escalating & proposing possible solutions where necessary to the Director.
- As required, work with the Planning and Performance Business Partner and Head of Strategy and Digital Transformation to identify external dependencies across the Directorate Plan
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work on your own initiative
- Be willing to adapt and learn new skills
- Be willing to travel

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C), minimum of 5 including Maths & English	✓	
Degree in a relevant subject (Business Planning or Management, Finance Planning etc)		✓
Project Management qualification		✓
Experience		
Experience of managing large and complex solution delivery projects or programmes	✓	
Experience of implementing business change projects	✓	
Experience of managing relationships with senior stakeholders in an organisation	✓	
Experience of building strong and effective relationships with peers, stakeholders, customers and partners	✓	
Experience of working in within a not-for-profit environment		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to build positive relationships with senior stakeholders and manage their expectations	✓	
Ability to manage and plan resources against a prioritised portfolio of projects/work	✓	
Ability to apply financial and business acumen to assess, prioritise and manage work	✓	
Capable of delivering large and complex change involving significant technology, process, and people impact	✓	
Capable of leading and managing several teams, in various locations	✓	
Knowledge of Raiser Edge or other similar CRM databases		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SH

Date of preparation: 10/04/2019



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