

VACANCY

Role: Community Programme Manager

Reports to: Director of Community

Location: Huddersfield, and home based

Employment Status: Full Time

Salary: Commensurate with experience.

Purpose of the Position:

Rugby League Cares (RLCs) requires an experienced programme manager to:

- Operationally lead RLCs community projects, including (but not exclusively) Movembers' Ahead of the Game, Offload and Rugby League Cares for the NHS.
- Be responsible for ensuring each project meets the outcomes and objectives set by the charity and our funding partners.
- Manage the RLCs community delivery team.

Major Responsibilities of Position:

Working under the leadership of the Director of Community the role will:

- Lead operational delivery of large community projects aligned to targets set by multiple funding contracts.
- Develop project plans and risk registers for all projects, working across the charity to draw the right resources into each project to ensure it achieves set deliverables.
- Ensure all projects operate within their budget parameters.
- Manage the delivery of external stakeholders directly involved in projects, ensuring all Service Level Agreements are strictly adhered to.
- In partnership with RLCs media and events team, deliver an engaging communications and marketing programme which spotlights and supports all projects, partners and stakeholders.
- Work alongside our independent evaluation partners to embed robust monitoring and evaluation frameworks and ensure published research on each project to drive sustainability.
- Deliver detailed informative and accurate project progress reports to internal and external stakeholders, partners and potential partners.
- Line management responsibilities of the charity's delivery workforce (a unique team of influential current and former players who deliver our projects to the highest standards across our towns and cities).

Core Competencies:

Essential Experience and Specialist Knowledge

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Understanding and Experience of Public Health / Mental Health programmes	<ul style="list-style-type: none">▪ Show an expert level of understanding and experience in delivering or managing a health or wellbeing focussed project or programme.
Project Management Experience	<ul style="list-style-type: none">▪ Demonstrate experience and expertise in managing multiple projects, including designing project plans, risk registers and reports.▪ Must be able to plan, prioritise and assign staff, tasks and resources efficiently.▪ Skills and expertise in budget management.▪ Must have worked to tight deadlines and under pressure
Team management and/or leadership	<ul style="list-style-type: none">▪ Effectively manage workflow and ensure all stakeholders have an understanding of issues, deadlines, etc.▪ Motivate and build morale.▪ Mentor and coach others.▪ Empower team members to make decisions.▪ Provide back-up assistance for colleagues in their absence.▪ Interact and pro-actively participate in team activities.▪ Monitor performance and workflow progress, anticipate problems or obstacles and implement effective contingency plans.▪ Meet required deadlines with quality output.
Understanding of sport and sport charity governance	<ul style="list-style-type: none">▪ Demonstrate a thorough understanding of the governance of sports, specifically the governance of sporting charities or sporting foundations.
Builds external relations	<ul style="list-style-type: none">▪ Promote the charities image.▪ Establish and strengthens relationships with both internal and external parties and foster links in areas of mutual interest.▪ Strategically pinpoint future partnership opportunities for the benefit of Rugby League Cares.
Communicates effectively	<ul style="list-style-type: none">▪ Communicate effectively and persuasively with all staff and individuals (both written and verbal).▪ Negotiate to deliver key results▪ Effectively manage any conflicts

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Complies with legislation and charity Policies and Procedures	<ul style="list-style-type: none"> ▪ Comply with all relevant legislation, including and not limited to, Occupational Health and Safety, Equal Opportunity, Harassment, Bullying, Trade Practices, Privacy. ▪ Be an expert in Safeguarding Policy and Procedure.
Personal characteristics	<ul style="list-style-type: none"> ▪ Can do attitude/self-motivated. ▪ Hard working and reliable individual who can work extended and unsociable hours at busy times. ▪ Must work well on own initiative as well as part of a team. ▪ Must be empathetic, understanding and compassionate. ▪ Innovative. ▪ Methodical and organised. ▪ Able to work unsupervised. ▪ Problem solver. ▪ Strategic thinker. ▪ Have an eye for detail. ▪ Able to work under pressure. ▪ Must be an expert with Microsoft Office.
Education and Training:	
Essential	<ul style="list-style-type: none"> ▪ Degree or above level education and/or occupational qualifications in relevant fields ▪ Experience of successful project and programme coordination ▪ On the job experience essential.
Desirable	<ul style="list-style-type: none"> ▪ Project Management training or qualification (e.g. PRINCE2)

Key Relationships to the Position:

- Director of Community
- Chief Executive
- Head of Community Programmes
- Community Growth Manager
- Community Wellbeing Managers
- Community Delivery team
- Charity Fundraising Team
- Head of Operations / Company Secretary