



ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Place and Growth

SECTION Economy and Skills **GRADE PO6**
£54,267 to £57,402

POST DESIGNATION Programme Manager – Pride in Place- Thamesmead Birchmere Park

(fixed term – 3 years)

Purpose of Job:

Pride in Place is a ten-year initiative investing £20 million in the neighbourhood of Thamesmead Birchmere Park. The decisions on investment and projects are decided by a neighbourhood board, led by an Independent Chair. The Project Manager will work closely with the board and Chair to take forward this work.

The Project Manager will need to ensure that the projects that are developed and delivered are implemented following the principles of good governance, utilising open and transparent processes. The post holder will be working closely with members of the community and volunteers and therefore excellent communication skills and clarity of approach are both essential.

While the role is being recruited by the local authority, the role requires the ability to be accountable to both an independent neighbourhood board and line management within the Council.

To be responsible to the Head of Economic Development for the management of the Pride in Place activity and the Council's role as accountable body.

May manage 1 member of staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Lead on taking forward the Pride in Place activity for Thamesmead Birchmere Park, working with the Independent Chair and Neighbourhood Board to develop and implement projects to be supported by the Pride in Place funding.
- 2) Ensure that the programme is delivered meeting the requirements of MHCLG and within the standards required for the commissioning, delivery and monitoring of publicly funded projects.
- 3) Ensure that communication and engagement are considered, developed and implemented effectively.

- 4) Manage the agreed projects, to a value of circa £2 million per annum, to ensure the effective delivery of the Pride in Place Programme for Thamesmead Birchmere Park, providing guidance and support to the Pride in Place Board and Chair.
- 5) Support the Pride in Place Board, and act as link and point of contact between the Council (As accountable body), the Board, the local MP, the community and relevant stakeholders. Brief senior staff and elected members on the progress and development of the programme.
- 6) Ensure that all project and programme documentation provided for the Pride in Place Board and Accountable Body reporting is compliant with the requirements of the Terms of Reference for the Board and the Ministry of Housing, Communities & Local Government published policy/prospectus guidance.
- 7) Implement and manage effective systems and processes to ensure that all programme activity contributes towards the efficient administration and management of the Pride in Place Plan including all associated financial, procurement and performance monitoring requirements.
- 8) Maintain robust project governance, risk management, mitigation, and performance reporting processes to ensure that all projects align with and support the requirements of the programme.
- 9) If required implement and manage a robust project application and assessment framework to enable the Pride in Place Neighbourhood Board to receive, consider and allocate funding for projects on a fair, consistent, inclusive, relevant, and transparent basis.
- 10) On project approval, manage the drafting, issuing, and monitoring of grant funding agreements clearly setting out the terms of the contractual relationship and ensuring that subsequent claims are correct and compliant with both the decision-making process and all funding programme requirements.
- 11) Manage the delivery of approved capital and revenue projects, ensuring outputs meet quality expectations and funding requirements. Undertake site visits, inspections, and partner meetings to monitor and support project delivery.
- 12) Ensure all monitoring and evaluation requirements on the Pride in Place programme are fulfilled, ensuring the accurate and timely drafting of performance returns to UK Government.
- 13) Coordinate and provide all necessary information for the financial reporting of the programme including the management of timely and accurate information relating to the tracking, recording, reporting, and cash flow of all programme expenditure.
- 14) Work with the Board and initially Council Communications officers to develop and deliver a robust communications, marketing, and engagement plan to effectively promote and facilitate community awareness of the Pride in Place programme.
- 15) Communicate with Council staff, external organisations, and central government bodies to promote the funding opportunities and outcomes. Develop effective

engagement and consultation with community groups, elected members, and other stakeholders, ensuring feedback is incorporated into project designs and delivery plans.

- 16) Maintain up to date knowledge of the governance, policy, and constitutional requirements relevant to the delivery of the Pride in Place Programme.
- 17) To undertake any other work appropriate to the level and general nature of the post's duties.
- 18) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available.
- 19) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 20) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 21) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
- 22) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 23) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 24) This post requires a Basic DBS and will be supported by Safer Recruitment tools
- 25) To undertake supervision/management of staff as and when required.

Designation of the Post to which the Post-Holder normally reports to: **Head of Economic Development**