

Programme Manager – Scotland (Maternity Leave Cover)

Job Description and Responsibilities

Reports to:	Head of Development Scotland
Direct Reports:	2 x Senior Project Officers
Location of Role:	Home based in Scotland
Contract:	Fixed term - 12 months
Band:	Band 3 (£30,000 - £38,000)

Purpose of Role:

To support a portfolio of Cycling UK projects in Scotland, with responsibility for project and financial management as well as line management of two Senior Project Officers.

Scope of Role:

The Programme Manager will work across several Cycling UK projects in Scotland, working closely with the Head of Development Scotland, supporting Senior Project Officers and Development Officers to deliver their projects with communities in an effective way. The postholder will line manage two Senior Project Officer who work from home across Scotland. The role requires a good level of understanding of the needs of different communities, including remote and rural populations as well as the ability to motivate a team working at a distance.

Specific duties and responsibilities:

1. Manage The Bothy and Rural Connections programmes, with responsibility for developing work plans, managing the delivery budget, ensuring the programme targets and outcomes are met and that the programme is responsive to changing needs.
2. Line management of two Senior Project Officers, with overall responsibility for a team of Development Officers across Scotland
3. Provide project management support across the designated projects in Scotland, including financial tracking and reporting to funders, as we increase our funding and capacity.
4. Work closely with the Head of Development Scotland and the Scotland Manager team to ensure that our programmes fulfil their potential, and we maximise our impact through collaboration and co-working on projects.
5. To work closely with relevant partners, stakeholders, projects and programmes to ensure that milestones are delivered on time and to budget.

6. Support the Head of Development Scotland with continuation funding for current projects, ensuring that the Cycling UK Programme Management process is followed
7. Work closely with the Research and Evaluation Manager to demonstrate our impact to funders, partners, stakeholders and communities, and in line with our Evaluation Strategy.
8. Work closely with the Scotland Communications Manager on project specific Communications Strategies and content.
9. Represent the organisation at events, meetings and conferences, and speak about the impact of our work and the benefits of cycling for transport, leisure and adventure.
10. Work with teams across the organisation to ensure we capitalise on comms, volunteering and engagement opportunities.
11. Keep up to date on current policy and developments relating to cycling and wider transport, health, social and economic initiatives in Scotland.
12. Other duties as may be specified by the Head of Development for Scotland and the Director of Behaviour Change & Development from time to time.
13. To follow and abide by Cycling UK policies and procedures as detailed in the Staff Manual at all times including Health and Safety, Equal Opportunities and Confidentiality.
14. To act as an ambassador for Cycling UK at all times.

Programme Manager (Scotland)

Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	<p>Degree or equivalent experience.</p> <p>Evidence of ongoing personal and professional development activities during career to date.</p>	<p>Degree in relevant subject area or equivalent e.g. transport, marketing, sports or community development, sustainability.</p> <p>Cycling, Community or Charity related qualifications or experience.</p>
Experience/ Knowledge	<p>Project planning and management.</p> <p>Line management of geographically spread staff.</p> <p>Budget management and reporting.</p> <p>Working with community and/or public sector organisations including local authorities in Scotland.</p> <p>Experience of managing partners and sub-contractors.</p> <p>Reporting on targets and funding.</p> <p>Experience of monitoring and evaluation of behaviour change projects.</p>	<p>Knowledge and experience of some or all of the following:</p> <ul style="list-style-type: none"> • Active and sustainable travel sector structure and organisations • Ensuring inclusion and diversity as standard • Community development • Voluntary/health/local government/social enterprise structures and organisations at a local or national level
Skills	<p>Excellence in all of the following skills areas:</p> <ul style="list-style-type: none"> • IT skills with use of Microsoft office suite and Excel in particular • Written and spoken presentation • Interpersonal skills • Partnership development • Customer care • Networking • Communications/Marketing 	<p>Writing materials and resources for press, website, partners and community groups etc.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Personal</p>	<p>Self-motivated, creative, entrepreneurial, and outcome oriented.</p> <p>Able to work independently, set own priorities and deliver within agreed timescales.</p> <p>Able to constructively build working relationships with colleagues and other partners.</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Other</p>	<p>Commitment to the aims of Cycling UK, in particular their aims to improve safety for cycling and/or to encourage increased cycle use.</p> <p>Commitment to work in collaboration with colleagues, volunteer campaigners and professional contacts within Cycling UK and in other organisations with related interests, in pursuit of the above aims.</p> <p>High levels of initiative but with the ability to work as part of a team.</p> <p>A can-do attitude to work, concentrating on solutions rather than focussing on difficulties.</p> <p>Supporter of the aims and objectives of Cycling UK.</p> <p>Flexible in terms of travel and working hours including weekends.</p>	<p>Understanding of the importance and impact of walking, wheeling and cycling</p>

Job Holder:

Date:.....