



Post title: Programmes Officer

Hours of work: 37 hours per week, flexible to the needs of the contract

Salary: £28,000 – £30,000 per annum

Duration: 3 years

Start date: (TBC) November 2022

Responsible to: Programmes Director

Responsible for: Project and some MVA staff

Location: Based at Medway Voluntary Action, Chatham

(We are currently operating a hybrid working at home/office model)

Aims: To support the Programmes Director to plan, execute, supervise and report on appropriate contracts/ programmes; to meet MVA's strategic objectives and to ensure programme delivery is within budget and on time. To support opportunity and income generating activities for future programmes and services.

Major Duties

- Monitor project progress against KPIs/outcomes/targets
- Support project offers/staff with daily queries in relation to project delivery and provide supervision as required
- Manage processes for report compilation and review reports within set timescales
- Manage assigned projects in line with MVA priorities and procedures
- Responsible for ensuring that projects/programmes are delivered in line with MVA operational strategy and the VCS landscape
- Research and apprise the Programmes Director with funding bids and opportunities
- Support the compilation of programme presentations as required.

- Organise programme related paperwork
- Coordination of assigned Project team members so that workflow remains on schedule and to standard

General

1. To work within the framework defined by the MVA Equal Opportunities, Safeguarding and Health and Safety Policies
2. To attend support and supervision sessions with your line manager
3. To attend training relevant to the role and agreed with your line manager
4. To perform additional duties that fall within the scope of your role as delegated by the Chief Executive

Person Specification

	Essential	Desirable
Experience	Delivering programmes/projects throughout their life cycle	Interest in community development and its value to Medway
	Motivating and recruiting client groups	Awareness of health-related developments e.g. new structures such as Health and Care Partnerships and other Statutory sector shifts in a post Pandemic UK, and how they impact on the Voluntary and Community Sector
	Working as part of a team	
	Knowledge of or experience with working in the voluntary and community sector	
	Programme/Project reporting using a range of techniques and software	
	Working with a range of partners	

	Supervising staff/volunteers	
Knowledge	A range of project management tools	
	Research techniques to support programme/project applications and development and evaluation	
	Data protection regulations and confidentiality	
	Knowledge and demonstrable understanding of equality, diversity and inclusion and a commitment to EDI practice	
Skills	Well-developed ICT Skills, able to use a number of software packages	
	Ability to manipulate and understand a variety of data sets and report on the same	
	Active listening and analytical skills	
	Good written and verbal communication skills, including report writing, presentation skills and negotiating skills.	
	Good interpersonal skills	
	Able to prioritise and manage a complex and varied workload	
Personal		
	Being a self-starter with a strong work ethic	
	Ability to travel independently within the service area	
	Commitment to quality, responsibility, high work standards and initiative	
	Flexible approach to working hours	
	Well-developed organisational and administration skills	

	Flexible approach to working with others and a committed team player	
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