



# Recruitment Pack

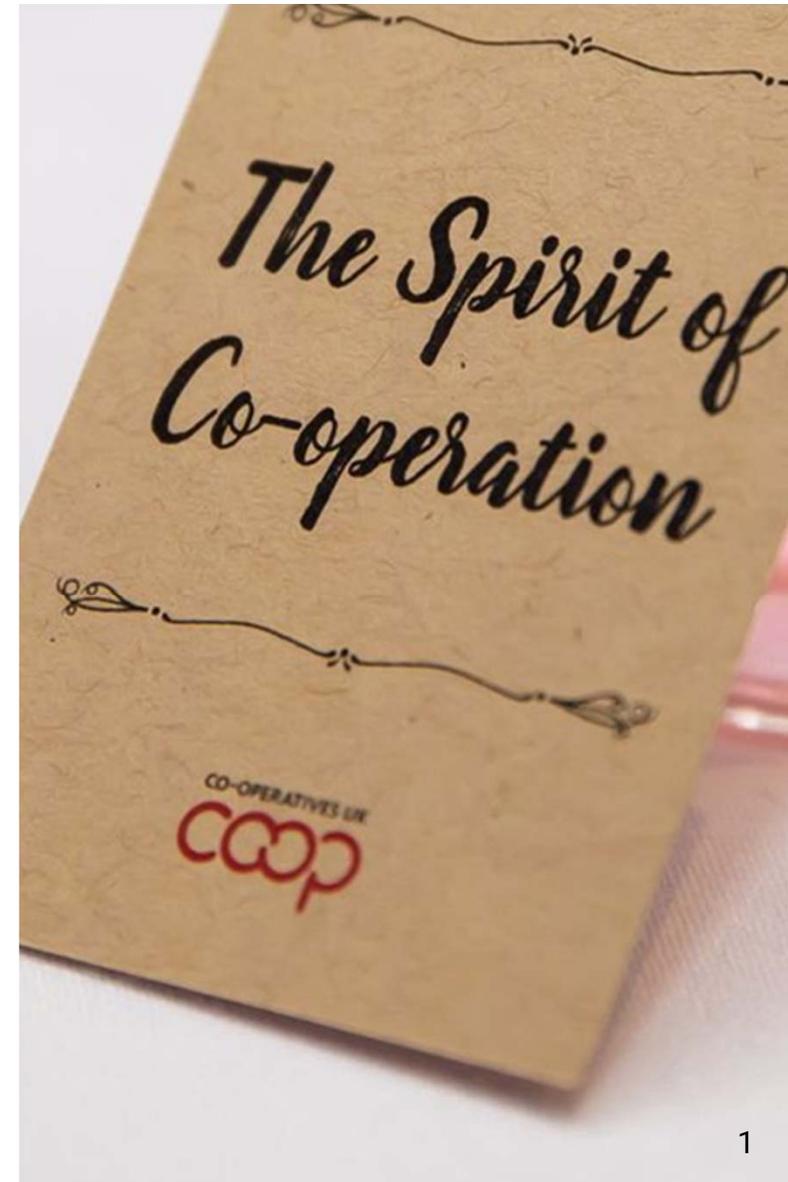
**Senior Programme Manager - Community Shares Booster Programme (maternity cover)**

**Co-operatives UK**

June 2021

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# Welcome

Thank you for your interest in the role of Senior Programme Manager (maternity cover). This is an exciting opportunity to join our dynamic and growing organisation.

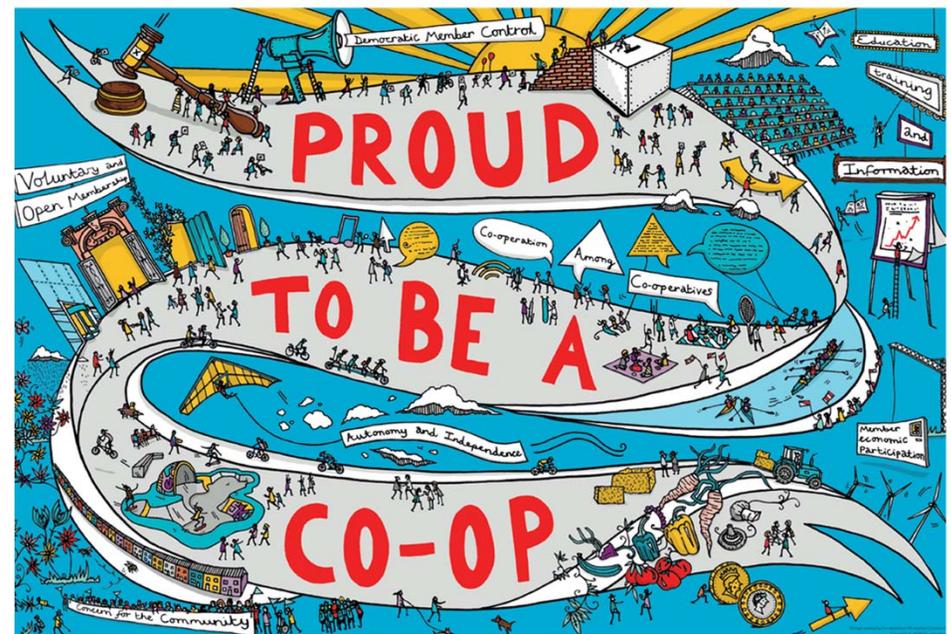
Owned and run by our co-operative members for 150 years, Co-operatives UK promotes, develops and unites the diverse range of member-owned businesses, which together contribute over £38bn to the UK economy.

Our Senior Programme Manager oversees our work on community shares which is helping people to save and create businesses that are important to them.

The role sits within the Development Unit, a busy team which seeks funding opportunities and partnerships to grow and develop co-ops in new markets and communities.

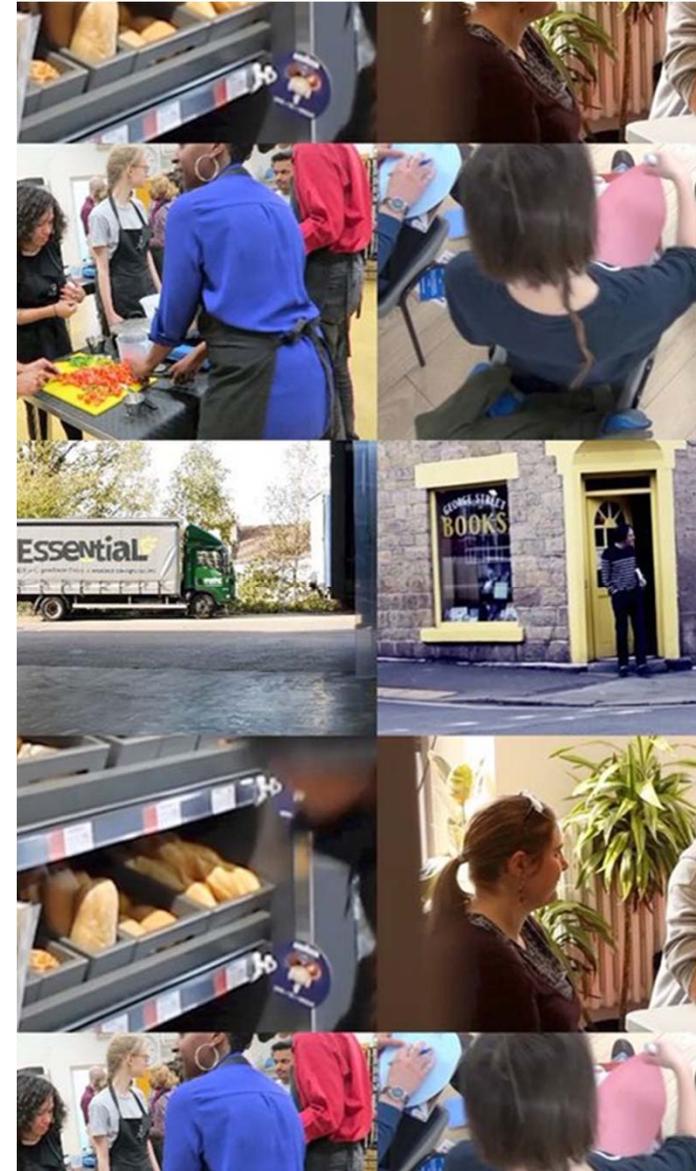
We're looking for an experienced and values-led project manager to provide maternity cover for the next 12 months

We'd love you to join our team to help us set up even more new co-ops and make a real difference to creating a fairer and more equitable economy. Best of luck with your application.



## Role summary

- 1 **CONTRACT** | Fixed term, 12 months maternity cover
- 2 **HOURS** | Full-time (35hr week) Part-Time and flexible working is negotiable
- 3 **LOCATION** | Flexible, with regular travel to Manchester
- 4 **SALARY** | £34,425
- 5 **LINE MANAGEMENT** | Responsible for a team of one



**150**  
**YEARS**  
**TOGETHER**

The logo features the number '150' in a large, black, textured font. Below it, the words 'YEARS' and 'TOGETHER' are stacked in a bold, red, sans-serif font. To the right of the numbers and text, there are several yellow and red stars of varying sizes, some with motion lines, suggesting a celebratory or dynamic theme.

## What makes Co-operatives UK a great place to work?

**We put our people at the heart of everything we do.**

Fueled by the passion of the co-op values, principles and culture, we are thriving. Our 150 year legacy drives innovation and collaboration.

We believe that creativity and freedom build a culture that is founded on trust. We work hard to ensure that we can all work effectively and co-operatively.

We support each other, taking time to listen so that we can bring the best version of ourselves to work.

Work with us, and discover that co-operatives offer a better way of doing business.

# What is a coop?

**Co-ops are more than a chain of high street convenience stores – although they are probably the co-op that most people have heard of.**

A co-op is a business that is owned and controlled by its members. The members can be its customers, employees, residents or suppliers. Profits are shared between people who have a stake and a say in how the co-op is run, not distant investors or shareholders. All co-ops share a core set of values and principles.

Originally founded by a group of working class people who were fed up of having to buy poor quality food, co-ops are just as relevant today.

You can find co-operatives in pretty much every industry – from healthcare to housing, renewable energy to retail, sports to social care. And they are every shape and size from multi-billion pound businesses to small community enterprises.

Did you know that there are 3 million co-ops around the world with 1.2 billion members? In the UK alone, over 7,000 co-ops contribute over £38bn to the economy.



**MORE  
THAN A  
SHOP**

## Employee Benefits

We offer a range of benefits to support you.  
Our strong beliefs and co-operative principles shape the way we think work should be.



## Fancy a brew

We know the importance of a cuppa or coffee! You will always find plenty of complimentary refreshments in our kitchen

## Learn and Grow

Stretch your skills and learn new ones. Learn from great people and direct your own development.

We are committed to inspiring your personal growth and professional development.

## Wellbeing

Everyone working at Co-operatives UK has access to an employee assistance programme provided by Bupa. This is available to you, your partner and any dependents over the age of 16 who currently live with you. It's free to use and completely confidential. We also have a number of colleagues trained to offer mental health first aid support.

## Travel

If you use public transport to get to work you'll know how expensive it can be. For an easy way to spread the cost of a season ticket over the year, you can set up an interest-free travel loan.

Drive to work? Save money with an NCP car park pass. Enjoy unlimited parking at NCP Printworks with a 25% discount on the normal rate!

## Want a different way to save?

Join the Co-operative credit union. Save from as little as £2.50 per week and access low-cost loans with free life cover.

## We are flexible

The 9-5 doesn't work for everyone!

Co-operatives UK will work with you to find a working pattern that works for you.

Its not all about the office either we are fully digital so working from home can really work for you!

## Pension

The Co-operatives UK Defined Contribution Pension Scheme is a savings plan that's designed to help you build up a pension pot

As a minimum you save 3% of your pay and we will contribute 5%. It is up to you how much to save but the total combined contributions can reach 23%



## Policies

Our policies are there for you! Designed to support you and your family. If you want to see them before you start just ask.

## Coaching

Coaching provides a development focus and structure to your relationship with your line manager. Coaching is a way of having conversations that are safe, supportive and challenging. It can be a thought-provoking and creative process and will help you to maximise your personal and professional potential.

We believe in coaching and have a pool of trained internal coaches ready to work with you.

## Eye tests

Look after your eyes with free eye tests. You book and attend a test, Co-operatives UK pays. It's as simple as that.

## Bike to Work

We are committed to the environment and want to support you to embrace a carbon-neutral future.

We can purchase a bike and equipment and lease it back to you.



## Trade Union

We believe in the power of working together. Joining our recognised Trade Union, SATA, means that you will be part of the principal union that negotiates for all grades of staff in the service sector of the economy

# Our values

## Equity

We treat each other with fairness and respect

## Honesty

We are open and honest

## Self-responsibility

We are empowered to get things done

## Solidarity

We stand together



## Co-ops for all

Our aim is to become a truly inclusive organisation with a workforce as diverse as the co-ops we serve.

We are an equal opportunities employer and we treat all job applicants equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, and applications from LGB and Trans and non binary candidates as they are under-represented within our organisation and sector.

We are members of Mindful Employers, Living Wage Employers and a Disability Confident Employer and are committed to improving employment opportunities for ethnic minorities across the UK.

## Role details

Community shares are a popular approach to raising finance, in which local people and organisations invest and become co-owners of vital local enterprises – from pools to pubs, community housing to heritage buildings.

Less than 10 years ago, community shares were almost unheard of. Yet since 2012, £155 million has been raised by over 100,000 people supporting more than 440 vital businesses – an impressive 92% of which are still trading. Alongside partners, Co-operative UKs has been at the forefront of this rise in community owned business made possible by community shares.

The Community Shares Booster programme provides matched investment for community share offers that demonstrate best practice.

We are looking for an experienced project manager to lead this growing area of our work. In this 12 month maternity cover role you will be picking up a portfolio of externally funded programmes that have been running for a number of years - as well as supporting the start-up phase of new work including securing new revenue streams. The role has line management responsibility for one support officer.



# About you

You will have experience in delivering a wide range of projects, managing budgets, fundraising, leading a team and building stakeholder relationships. With an understanding of partnership working, you will have a commitment and passion for improving places through co-operation.

Using your project management experience you will oversee the delivery of a number of established community share projects.

You will use your experience of partnership working to ensure funders are informed and engaged, and work closely with our project partners.

A key part of the role is to lead the identification and development of different funding opportunities in support of our organisation's aim to promote, develop and unite co-operative enterprise, and specifically to further develop the community shares market.

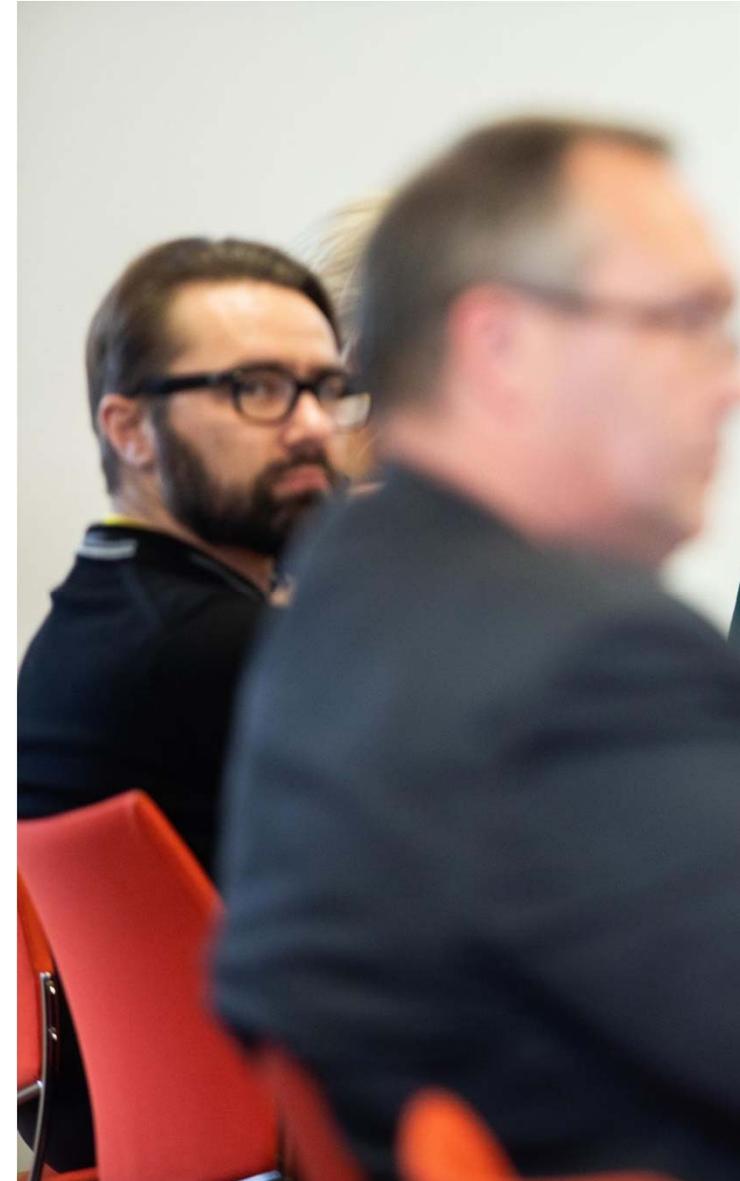
We are looking for someone with proven project management skills, who understands the importance of relationships to get things done. You should be open and collaborative and have the ability to link up opportunities as they arise.



# Key activities

## Stewardship and project management of funded programmes

- Apply best practice project management throughout the project lifecycle
- Carry out detailed planning including setting key deliverables, resources, dependencies, risk and issue management
- Establish key requirements and priorities, produce design specifications (for delivery internally or through third parties) and business case scenarios to optimise benefits leveraged through the project funding
- Deliver against full project plans and budget including managing stakeholders, risk, third party supplier, project team, communications plan and benefits / beneficiaries tracking.
- Deliver advice, creation of materials and content
- Report and evaluate the benefits delivered and performance against key success measures to meet internal and external requirements
- Develop processes to be used across the organisation to enhance our approach to delivering and integrating projects in line with Co-operatives UK's strategy.



# Key activities

## Community Shares Booster Programme

- Work with applicants to shape their applications and grant requests to best fit with the aspirations of funders' criteria.
- Assist groups exploring and developing innovative community share offers in marginalised communities.
- Administer applications, assessments and investment panel minutes.
- Assess grant applications and oversee equity application assessments.
- Chair monthly panel meetings, providing an overview of each application, to award grant funding and offers of equity investment.
- Administer grant and equity paperwork to pay funds to beneficiaries.
- Report to funders on monthly and quarterly basis using templates to provide accurate data on spend and application numbers.
- Manage the data associated with the investment portfolio using Excel and Salesforce.
- Work with our communications team to promote this funding programme.



# Key activities

## Development of new revenue streams

- Lead the identification and development of new funding opportunities in line with our mission, specifically pursuing new funds to grow the Community Shares Booster Programme.
- Network with key contacts and relevant funders to develop and maintain strategic partnerships with a view to joint working
- Guide decision-making for funding applications to ensure the full implications of options are considered
- Support the development and writing of project bids, calling on the organisation's resources. Co-ordinate a well maintained bank of relevant source materials to aid efficient project bids
- Contribute to the development of wider project management processes



# Key activities

## Team and partnership management

- Lead on contract and relationship management, reporting and governance associated with project delivery, including meetings and events with funders, partners and stakeholders supported by high quality project documentation, monitoring and reporting.
- Quarterly reporting to internal Board and Audit and Risk Committee.
- Co-ordinate the relationship between Co-operatives UK and the societies in which we have invested through the Booster Programme, supporting them to strengthen their business performance. A good knowledge of interpreting annual accounts and an ability to explore a society's development to date will be beneficial.
- Line management and supervision of staff monitoring and performance.



# About you | criteria

## Knowledge and experience

- Project management experience within an organisation which has a track record of high performance delivery and credibility
- Demonstrable experience of running multi-streamed programmes, with excellent project management skills
- Experience of managing a variety of stakeholder relationships at a senior level
- Demonstrable experience of sourcing and securing new funding and / or new business
- Experience of developing business / benefit cases with supporting financial analysis
- Experience of managing and coaching a team

## Essential skills

- Understanding of community shares as a funding mechanism
- Understanding of the role of community-owned business in the co-op movement, local economic development and how this intersects with current policy agendas
- Excellent communication skills
- Identification of evaluation and learning opportunities
- Excellent skills in project management software and budget management and reporting
- Entrepreneurial and independent, able to hit the ground running

## Desirable skills

- Practical experience of supporting groups to use community shares
- Appraisal of business plans and understanding of accounts



# How to apply

Please complete the [Application Form](#) via the online facility on our website.

 [www.uk.coop/careers](http://www.uk.coop/careers)

**Application window closes midnight on**

**Friday 30 July**

Initial interviews will be held week commencing  
Monday 9 August.

Direct any queries to:

 [recruitment@uk.coop](mailto:recruitment@uk.coop)

Please note, any CVs sent directly to this email will not be considered.

