

## Job Description

<b>Job Title</b> Programme Manager – new co-operative ventures	<b>Role Band</b> O2
<b>Purpose of Role</b> To lead on the formation of innovative funding models and targeted support interventions for emerging co-operative ventures, focusing primarily on the technology sector. The role will also support wider project delivery of work being implemented within Co-operatives UK Development Unit.	

### Key Responsibilities / Accountabilities

- **Financial strategy, fundraising and business modelling** - lead the development of a financial / fundraising strategy for dedicated investment funds for technology-led co-operatives, underpinned by a sustainable business model.
- **Managing design and delivery** of a range of programme activities focused on supporting emerging platform co-ops and wider innovative co-operative start-ups. Leading on the overall contract and relationship management, reporting and governance associated with the project, including meetings and events with funders, partners and stakeholders,

Specifically:

Leading the development and maintenance of detailed and high quality project plans (including test plans), with specific deadlines and milestones using a full range of project management techniques

Defining resource requirements to ensure projects are delivered on time, in budget and to specification

Production of a range of data and documents to ensure that projects are fully monitored, high quality reports are produced on project progress and spend and that information is clearly interpreted and communicated to relevant individuals/stakeholders

Tracking project benefits and using information generated to evaluate and communicate project progress, intervening to resolve issues as necessary

Ensuring all project activity and documentation adheres to all policies and procedures, including that all project control activities are carried out and delivered to minimise risk

Co-ordinating and managing activities on projects to ensure delivery to plan, monitor performance against plan, track benefits and take action to ensure issues and problems are resolved in a timely and effective manner

Building working relationships with project sponsors, stakeholders and external suppliers to facilitate the effective management of the project, keeping all interested parties up to date with resolution of issues and feedback if the order of priorities needs to be adapted

Co-ordinating project activity with other related projects or work activities so delays arising from interdependent activities are minimised

- **Building productive relationships, partnerships and networks** with stakeholders, including senior leaders in the tech, social investment and co-operative sectors, to facilitate the development of support activities in a collaborative way.
- **Representing Co-operatives UK externally in the tech, finance and innovation sectors** ensuring initiatives and funding are communicated effectively, identifying target audiences and developing strategies to engage and influence them.
- **Design and delivery of technical support associated with project activities** – provision and tailoring of advice and guidance to support the development of related markets/sectors
- **Maintaining knowledge of regulatory and legal requirements relevant to the role** - support and promote compliance with those requirements within the role, the business and emerging co-operatives under related workstreams

**Responsible to:** Head of Development Unit

**Responsible for:** Project Managers x 2 (job share)