

## Person Specification

<b>Job Title:</b> Programme Manager – new co-operative ventures	<b>Role Band</b> O2
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### Education and Qualifications

**Essential:**

- Degree qualified or relevant vocational discipline or experience

### Knowledge and Experience

**Essential:**

- Experience of technology based enterprise and start-up requirements, including development and implementation of financial modelling and fundraising strategies
- Knowledge of social investment funding mechanisms and opportunities
- Experience of developing business / benefit cases with supporting financial analysis
- Experience of delivering initiatives carrying wide stakeholder support and building strong relationships

**Desirable:**

- Project Management experience with proven track record of planning and delivery in a range of environments to plan, budget and specification
- Knowledge of the nascent 'platform co-op' market/sector or willingness to develop this area in the immediate future
- Established networks with social investors and related networks
- Expertise in considering and managing policy and regulatory matters
- Experience of supporting member-based organisations
- Line management experience

### Skills and Aptitudes

**Essential:**

- Independent, imaginative, and entrepreneurial doer, willing and able to work independently on a fast-paced project
- Ability to hit the ground running, taking up full programme management responsibilities – i.e. scope, plan, delivery and evaluate projects within budget, timeframes and to specification
- Excellent communication skills both written and verbal to a wide range of audiences
- Strong relationship and client management skills, able to adapt style to influence across a range of audiences and situations

**Desirable:**

- Quick understanding and oversight of current projects and overall operating environment (regulatory frameworks, wider sector, funding landscape, emerging trends and best practice)
- Strong team player with ability to be effective in a range of team roles

**Values and Behaviours**

**Essential:**

- Entrepreneurial in terms of selling through to a wide variety of decision makers
- Ability to manage work independently, through managing and planning own workload, making informed decisions with minimal input to tight deadlines
- Personable and effective at building professional relationships and partnerships for project success

**Desirable:**

- Demonstrated interest in co-operative values, principles and legal forms

**Personal Circumstances** (e.g. full driving licence)

**Essential:**

- Ability / willingness to travel (within the UK) as and when the role requires, including occasional overnight stays