Job Description

Job Title	Role Band
Programme Manager	Ownership Hub	O2

Purpose of Role

The Programme Manager will lead the first phase of a new programme of work to raise awareness of employee and worker ownership among entrepreneurs, workers, business owners and those who advise them; while also co-ordinating expert support for businesses to adopt these models at start-up, as they evolve and through conversion as part of planned ownership succession.

Key Responsibilities / Accountabilities

- **Managing design and delivery** of a range of programme activities focused on growing awareness and uptake of worker ownership models. 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:

  Scoping and delivering a realistic project delivery plan for the programme activities as identified by Co-operatives UK and the Employee Ownership Association

  Defining resource requirements to ensure projects are delivered on time, in budget and to specification, with the aim of establishing at least one employee ownership hub in partnership with a function economic area

  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

- **Liaising and mobilising stakeholders** with a responsibility to identify people and places to join the programme and build a network of activities

- **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 and/or Employee Ownership Association externally in relevant business sectors, including delivery of a 'Ownership Roadshow'** ensuring the programme 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: Senior Programme Manager	
Responsible for: None at present.	