

Person Specification

Job Title: Programme Manager – Ownership Hub	Role Band O2
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Education and Qualifications

Essential:

- Degree qualified or relevant vocational discipline or experience

Knowledge and Experience

Essential:

- Experience in or demonstrable knowledge of economic policy, local and regional economic development, regeneration and community development
- Experience of building new partnerships across civil society, businesses or government at a senior level
- Experience of Project Management with proven track record of planning and delivery in a range of environments to plan, budget and specification
- Knowledge of regional economic structures and an ability to identify key stakeholders i.e. Local Economic Partnerships

Desirable:

- Knowledge and/or experience of one of the following; Employee ownership transitions, worker cooperative start-ups, business structures and models
- Expertise in considering and managing policy and regulatory matters
- Experience of supporting member-based organisations
- Line management experience

Skills and Aptitudes

Essential:

- Proven client management skills, able to adapt style to influence across a range of audiences and situations
- A collaborative leader with proven ability to translate ambitious programmes into effective delivery
- Evidence of diplomacy and negotiation - able to detect sensitivities, build consensus and navigate the complexities of people and workplace cultures
- 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

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:

- Approachable, personable and effective at building professional relationships and partnerships for project success
- A positive and entrepreneurial outlook, adept at creating opportunities
- An understanding of the limitations of the economic system and a passion for social and environmental justice
- Independent and imaginative with entrepreneurial skills and able to work independently, or as part of a team
- Ability to manage work independently, through managing and planning own workload, making informed decisions with minimal input to tight deadlines

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