Role description

Post:	DHSC Programme Lead
Location:	Homebased
Contract type:	Part time – 21 hours per week.
Contract length:	Permanent
Reports to:	Head of Social Care Improvement
Grade:	Grade 6
Line Manages:	NA

Job Purpose:
- This role brings together reporting for DHSC funded work, drawing on project managers' reports and insight. The post holder will work closely with the responsible Programme Head and Programme Director coordinating day-to-day planning, monitoring and tracking of assigned workstreams to report as per SCIE's agreed Governance process for the programme.

Main Duties:
- Follow existing Programme Management processes to provide oversight of SCIE's support offer for the programme.
- Collate and complete monthly and quarterly reporting templates against agreed contract KPIs, risks and milestones – consolidating information from project managers.
- Hold monthly one to one meetings with Project Managers and facilitate a monthly programme coordination meeting.
- Support monthly reporting meetings alongside the Programme Director
- Assist Programme Head in reviewing and updating reporting templates as and if required
- Draft slide packs and reports, and briefings for Project managers and Programme Director.
- Represent SCIE in professional settings.
- Foster equitable and inclusive practices across projects and initiatives, championing SCIE's commitment to diversity and social justice.

General responsibilities:

- Model SCIE's values and abide by its policies and practices.
- Embrace diversity and commit to equality of opportunity and eliminating discrimination.
- Work flexibly and collaboratively with stakeholders to achieve SCIE's objectives through matrix working.
- Engage sensitively with individuals with lived experience to foster productive relationships.
- Undertake additional tasks commensurate with the level of the post.

Person Specification:

| 1 | **Aptitude/abilities/skills**

Understanding of project and budget reporting, with the ability to prioritise effectively.

Ability to build positive relationships with colleagues and external partners.

Good oral and written communication skills.

Strong planner with good attention to detail, time management and analytical skills.

Good communication skills, and concise report writing for varied audiences.

Proven ability to analyse qualitative and quantitative data to report on variances in performance of KPIs.

A proactive approach to organisation, problem-solving and innovation.

Strong ICT proficiency, including Microsoft Office and project management tools, with adherence to GDPR principles. |
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| 2 | **Education/knowledge**

A good understanding of programme/project management.

Evidence of continued professional development. |
| 3 | **Experience**

Project or Programme Management experience in the charitable sector, Health and Social Care, or Social Change, working on a fast moving, emergent and evolving programme of work.

Proven ability to shape, sustain and lead on Programme Management activity requiring collaboration with a range of different stakeholders, creating appropriately robust but flexible processes and structures. |

	Experience of working in partnership with a diverse range of organisations and managing and working with diverse stakeholders. Experience with change projects in diverse sectors, including local government, health, and voluntary organisations.
4	**Personal Characteristics** Commitment to SCIE's values and principles of equity, diversity, and inclusion. Comfortable with ambiguity. Ability to establish collaborative relationships with stakeholders, including individuals who use services, carers, and professionals.
5	**Desirable criteria** Experience in social care practice. Experience with policy development

This role description outlines the principal responsibilities and is a guide to the main duties as they currently exist. It is not an exhaustive list and may be subject to change based on the organisation's needs.