

JOB DESCRIPTION	
Post	Programme Manager – Organisations
Department/ Project	Internal Services
Base	PAVO Offices – Newtown / Llandrindod Wells
Responsible to	Assistant Head of Internal Services
Responsible for	Line management to team members as appropriate
Terms & Conditions	See below
Purpose of this post	Oversee operational delivery of projects and services that support organisations, providing data-driven insight and strategic recommendations to the Executive Management Team to shape future direction and performance.
Key Responsibilities	<ul style="list-style-type: none"> ● Lead and manage the team in line with Compassionate Leadership principles. ● Ensure that operational and delivery targets and expectations are met. ● Identify strategic and operational opportunities for growth, sustainability and collaboration. ● Identify and manage risks. ● Ensure that operational data, insight and sector intelligence are translated into evidence based reports and recommendations to contribute to Executive Management Team decision-making.
Main Duties	<p><u>Operational Planning & Delivery</u></p> <ul style="list-style-type: none"> ● Develop operational plans to ensure delivery of PAVO Business Plan and service and project outcomes. ● Ensure that individual’s work plans align with organisational and project goals and outcomes. ● Ensure that services and projects are delivered effectively, in light with PAVO values and quality assurance. ● Identify, assess, and manage operational risks, escalating issues appropriately. ● Ensure strong governance, compliance, and accountability in all areas of responsibility. <p><u>Managing People</u></p> <ul style="list-style-type: none"> ● Lead, motivate and enthuse staff and provide compassionate line management support. ● Provide clear direction and ensure effective communication, fostering a collaborative and co-productive culture within and between teams.

	<ul style="list-style-type: none"> ● Adopt a values-based approach to performance management, enabling and supporting staff to approach work having the right skills and competencies to do their jobs well. <p><u>Partnership and Stakeholder Engagement</u></p> <ul style="list-style-type: none"> ● Build and maintain excellent relationships across multiple sectors, including voluntary and community organisations, local authorities, health partners, funders, and statutory agencies. ● Represent the organisation credibly at relevant forums, partnerships, and networks at local and regional levels. ● Act as a trusted partner and advocate effectively for the voluntary and community sector. <p><u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none"> ● Monitor progress against strategic and operational plans, ensuring effective project management and delivery of agreed activities. ● Ensure that effective systems and processes are in place to collect relevant data to evidence impact. ● Produce high quality monitoring reports. <p><u>Working effectively with the Executive Management Team</u></p> <ul style="list-style-type: none"> ● Produce high-quality reports and briefings for the Executive Management Team, Trustees, and external stakeholders. ● Identify emerging opportunities across the voluntary, public, and private sectors, including funding, partnerships, and service development. ● Use insight and evaluation to inform learning, improvement, and future planning, translating complex data into recommendations to inform Executive Management Team and contribute to effective decision-making. ● Contribute to organisational planning, risk registers, performance reports, and assurance processes.
<p>The job description covers the main duties and responsibilities of the post but other duties commensurate with this role will also be undertaken by the post holder. PAVO aims to provide a service that is responsive to the needs of its membership and service users and it is therefore necessary that staff respond to changing requirements. Job descriptions and/or work plans will be updated from time to time to meet these changes.</p>	
<p>PERSON SPECIFICATION</p>	

Required Knowledge & Experience	<ul style="list-style-type: none"> ● Project management experience ● Line management experience ● Experience of a senior role within the voluntary sector ● Knowledge of the voluntary sector ● Knowledge & understanding of legislation and governance of voluntary organisations and volunteering
Required Skills & Abilities	<ul style="list-style-type: none"> ● Leadership and management skills, with the ability to inspire, motivate, and support staff ● Ability to manage operational delivery and meet outcomes and targets. ● Relationship-building skills, with the ability to work effectively across multiple sectors. ● Ability to identify opportunities and secure resources for new initiatives or services. ● Ability to understand and analyse complex information and use the insights to inform future planning. ● Excellent written and verbal communication skills. ● Excellent report writing skills ● An ability to work effectively as part of a team ● An ability to use own initiative and to work without direct supervision. ● An ability to prioritising a demanding workload and perform under pressure. ● Excellent ICT skills ● Commitment to Equality, Diversity and Inclusion. ● Welsh Language skills competency level 1 – ‘I can pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.’
Required Qualifications	<ul style="list-style-type: none"> ● Desirable – Line Management / leadership qualification (ILM / NVQ level 3)
MAIN TERMS & CONDITIONS OF EMPLOYMENT	
Post	Programme Manager – Organisations
Salary	£38,220 per annum
Hours of Work	35 per week
Probationary period	Three months
Car User Status	PAVO pays all relevant travel at the current agreed mileage rate.
Holidays	25 Days per year

Pension Scheme	A contribution equal to 6% of salary will be made available to the PAVO Stakeholders Pension or to a Private Pension Scheme
-----------------------	---

The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.