

JOB DESCRIPTION

Job Title	Senior Programme Manager, Homes
Reporting to:	Director of Programmes
Responsible for:	Task management of functional Officers
Location	Central London, with some remote working supported
Hours	Up to 37.5 hours/ 5 days a week Flexible working arrangements supported
Salary Band/Grade	4
Duration	Permanent

Background Information

About the Centre for Ageing Better

The Centre for Ageing Better is a charity, funded by an endowment from the Big Lottery Fund, working to create a society where everyone enjoys a good later life. We want more people to be in fulfilling work, in good health, living in safe, accessible homes and connected communities. By focussing on those approaching later life and at risk of missing out, we will create lasting change in society. We are bold and innovative in our approach to improving later lives. We work in partnership with a diverse range of organisations. As a part of the What Works network, we are grounded in evidence.

Job Purpose

The Senior Programme Manager will lead one {or more} of Ageing Better's [programmes](#), developing and managing a strategic and coherent programme of activity to bring about change in pursuit of our strategic [goals](#) for later life.

You will work with colleagues across Ageing Better to ensure that the programme draws on our full range of capabilities (evidence, innovation, learning, adoption, influencing, communications), and maximises our contribution to change. You will be responsible for the programme budget, and develop and initiate new strands of activity. You will coordinate all our work on the programme, and be accountable for programme delivery, reporting and evaluation.

You will engage with key programme partners, and commission and directly manage projects with them. You will build our relationships with relevant networks and other stakeholders, represent the programme externally and influence policy and decision makers.

Across all these tasks, the key purpose of the role is to ensure that our work on this programme makes a real difference to later life.

Specific duties and responsibilities

Lead Ageing Better's programme on Homes:

- Develop the programme framework, define objectives and metrics, and work with senior functional colleagues to identify key opportunities and routes to change, ensuring that we draw on the full range of our functions and capabilities
- Work closely with the Associate Director(s) to draw on their sectoral knowledge and expertise, to identify routes to change and influencing targets.
- Develop and manage an integrated programme plan and budget, ensure progress / keep initiatives on track, and manage expenditure on the programme
- Oversee the range of programme relationships and activities managed by other colleagues, working across functions to ensure coherence and timely, good quality delivery of projects and activities related to the programme, and effective collaboration / virtual teamwork
- Lead regular programme review and reflection, and ensure that learning from the programme is fed into future programme thinking and delivery, shared across the organisation, and used to inform and develop our work on priority goals
- Establish and manage programme-related advisory groups (as needed) and ensure that the programme is genuinely grounded in the perspectives of people with lived experience
- Be accountable for the programme as a whole – ensure programme metrics are tracked, keep track of delivery and expenditure, provide regular progress reports to senior management, PPC and Board, regularly review and update programme plan and framework
- Work with colleagues to ensure that the programme takes account of crosscutting issues and overlaps with other work, and integrate these across our programmes and priority goals

Manage key programme relationships and activities:

- Create and manage effective delivery partnerships in pursuit of the programme objective / routes to change
- Work closely with functional colleagues to design, initiate and commission new strands of work, projects and other activities to bring about change in line with the programme objective / routes to change
- Manage people (staff or contractors) working directly on these projects and partnerships

Influence key policy and decision makers and wider programme stakeholders:

- Develop and maintain programme knowledge and expertise, and understanding of the external policy and stakeholder landscape
- Engage with and influence relevant policymakers and senior decision makers, coordinating with Associate Directors to maximise Ageing Better's influence, and lead development of relevant policy positions with input from the Associate Directors
- Engage with, influence and convene other key programme stakeholders and networks, to catalyse wider action and thinking and work with the Head of Localities to ensure our programme work is shared with and influences action by locality partners
- Represent the programme externally to the media, conferences and public audiences
- Produce blogs and other written communications, and ensure programme content on website is relevant, engaging and up to date

Act in line with Ageing Better's principles and values:

- Take personal responsibility for safeguarding and promoting the rights of older people

- Comply with our policies and procedures at all times, in particular Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Undertake any other roles or responsibilities that may be reasonably required

Person specification

Criteria	Essential	Desirable	How identified & assessed
Knowledge / skills			
Relevant subject matter expertise and understanding of context	✓		
Strategic thinking and ability to identify opportunities for impact	✓		
Translating evidence / ideas into practice	✓		
Understanding of research and evaluation methods		✓	
Understanding of incentives / barriers to change and adoption of good practice [in relevant sectors/settings]		✓	
Understanding of co-production, market making or similar approaches to involve users, practitioners and decision-makers		✓	
Good IT skills		✓	
Experience			
Developing and managing programme strategies, operational plans and budgets	✓		
Stakeholder engagement and effective partnership working	✓		
Representation and influencing senior stakeholders	✓		
Managing projects, contracts and suppliers and delivering on time / budget	✓		
Grant management		✓	
Establishing and leading effective teams		✓	
Promoting organisational and/or systems change		✓	
Involving people with lived experience / from a diverse range of backgrounds	✓		
Personal qualities			
Commitment to Ageing Better’s mission and principles	✓		
Collaborative approach and ability to build effective relationships with a wide range of people	✓		

Ability to establish effective teams, and to work positively and effectively in a range of complex matrix and horizontal teams and relationships	✓		
Ability to take initiative and be creative in solving problems	✓		
Comfortable working independently and with limited direct supervision	✓		