

Role Title: Programme Manager (Families First Partnership Programme)
Salary: Special A- Special B
Location: Sir Henry Mitchell House, Bradford
Report to: Head of Service

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As the Programme Manager, you will provide strategic programme leadership for the Families First Programme, supporting the wider work of the Trust to meet the requirement of the Children's Wellbeing and Schools Bill.

You will work closely with senior leaders, operational staff, and partners in end to end programme planning to develop, maintain and monitor a coherent programme plan with associated project plans.

The role is key to ensuring that there is strong governance, risk management and performance reporting in place. You will bring your experience of programme and project management to ensure that the approach is strengthened and disciplined, the post will embed consistent tools, reporting and monitoring approaches in addition to governance structure, highlight reporting, risk registers and performance dashboards.





Support the SRO to ensure robust, joined up and effective governance frameworks and documentation are in place and to ensure compliance with relevant legislative requirements. To produce business proposals ensuring comprehensive and robust presentation of information to ensure effective articulation of the specific piece of work.

Lead on effective risk management, ensuring that any risks relating to the delivery of the Families First Partnership programme are captured in a risk log and escalated to the SRO and Programme Board.

To provide guidance and support, research, performance management and other cross cutting areas of work that are relevant and significant to the transformation of children's services, to identify, understand and overcome problems at any stage/critical milestone of the programme and minimise any timescale or budget disruption.

To develop and manage effective relationships with key stakeholders in order to challenge and influence them to achieve the required transformational change. This will require working closely with key partnerships including Health, Police and the voluntary and community sector as well as children and families.

Support the SRO and Finance Lead with the planning and monitoring of project budgets, forecasting and requisitions to ensure finance control and effective use of project resources and expenditure.

To collaborate with other local authorities across the region, and attend and participate in regional and national families first workshops to ensure alignment with regional approaches and other inter-dependent programmes.

Contribute to the strategic direction of the service, find practical solutions and decide how to deliver the service's objectives.

To be responsible for implementing corporate initiatives and ensure they are embedded in the service(s).

To be responsible for authorising spend from significant budgets and assisting with the budget setting process. Monitor the budgets and advise senior management of budget issues and demonstrate value for money service(s) delivery.

To be responsible for good colleague relations within the service(s), including effective consultation, negotiation and conflict resolution.

To ensure the effective deployment of the workforce within the service and foster a high-performance culture.

To ensure effective working relationships with other service managers across the directorate and the Trust to deliver our objectives.

To contribute to the overall management of the service.



About you

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- NQF Level 5 - bachelor's degree or equivalent level or professional qualification in the relevant Sector.
- Professional leadership or management qualification or significant experience of leading transformational change.
- Project Management qualification e.g. PRINCE 2, MSP or significant programme/ project management experience working.

Experience

- Extensive programme management within transformation and change preferably in children's services or local government focused on future needs and evidenced impact.
- In depth knowledge of children's services statutory frameworks and reform agenda.
- Experience of creating compelling and robust business cases for change, and successfully delivering complex organisational development projects within a wider transformation programme to achieve change. Experience of leading others both internally and externally to achieve change.
- A proven record of establishing a positive performance culture that has delivered effective performance and continuous service improvement.
- Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities and assisting with setting significant budgets and reporting spend to central government.
- Experience of developing and implementing solutions and applying policy and strategy to influence, shape and redesign service delivery to ensure value for money.
- Significant experience of driving and delivering change, facilitating work groups and project management experience.
- Effective presentation, communication, persuading and influencing skills and the ability to apply these effectively to a variety of audiences.
- Project documentation development, collaboration and management as well as the production and presentation of reports and papers for various audiences.
- Able to be creative and think through issues and problems through the use of theoretical, conceptual and technical knowledge to find practical solutions.
- Analytical skills to investigate and interpret complex information/data, evaluating options and weighing up risk and making recommendations for action.
- Leadership skills to manage and develop staff from a range of professional backgrounds including through a matrix management approach where there is no direct line management responsibility.
- Strong team player who can work both independently and collaboratively and is able to work operationally to progress competing and changing demands and priorities.



- Working to Trust ways of working following practices, procedures and basic operations as well as government legislation.
- Use of specialist ICT systems, including project management systems.
- Line manage, allocate tasks and oversee the work of the allocated project team members, coach and support others in their own personal development.

Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks, a DBS check will be requested.

We are an equal opportunities employer.

