

Job Description and Person Specification

Programme Officer – Specialist Women Support

Job Details	
Grade	6
Service	Migration Team
Location	Friargate
Job Evaluation Code	

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
Providing programme management support for the development and delivery of Migration-related projects and programmes that assist partners and contribute to positive outcomes for Coventry's communities. Coordinating programme information, monitoring progress, processing claims and ensuring compliance with funding, audit and reporting requirements across all assigned activities. Working collaboratively with colleagues and partners to support effective programme delivery, while working flexibly, including occasional duties outside normal office hours, to meet programme needs.

Key Responsibilities and Accountabilities			
Supporting partners with the delivery of Migration-related projects, including advising on eligibility of claims, appraising business grant applications and performance, and supporting engagement activities.			
Leading the collation and processing of programme claims to funding bodies and project claims from delivery partners, and appraising grant claims submitted by beneficiaries, including external partners receiving grant support.			
Leading the development of monitoring systems to track programme expenditure, outputs, risks and issues, and using these systems to analyse performance data and implement solutions with delivery partners.			
Supporting the financial management of projects and the programme, working with the Programme Development Manager/Budget Holder to set budgets, monitor and forecast expenditure, claim funds, track income and make payments.			
Leading the management of external audits from funding bodies, the National Audit Office and the European Commission, including the collation of procurement, recruitment, publicity, output and expenditure evidence, and undertaking Systems Advice Visits and Monitoring Visits to ensure programme partners have effective monitoring systems and audit trails.			
Supporting Project/Programme governance structures, including Programme Boards and Grants Panels, and assisting with producing meeting papers, briefing Board/Panel members, presenting reports and taking minutes.			
Supporting the development of Migration-related projects and programmes (e.g., business support, access to finance, employment support) and drafting funding applications for external funds.			
Supporting and leading the procurement and contracting of delivery partners.			
Supporting the writing of evaluation reports for projects and programmes, including the collation of customer/partner feedback, case studies, performance data and impact evidence.			
Developing strong working relationships with team members, colleagues across the Council and delivery partners to support the delivery of the role's duties and responsibilities.			
Deputising for the Programme Development Manager when required.			
Undertaking any other duties and responsibilities that support the development and delivery of regeneration projects and programmes.			
Undertaking any other duties and responsibilities within the range of the salary grade.			

Key Relationships			
External:		Internal:	

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Person Specification

Requirements

Knowledge	Applying in-depth understanding of Migration-related programmes, including principles, delivery models and regulatory frameworks.
Knowledge	Interpreting grant regimes, funding processes and compliance requirements to ensure accurate programme delivery.
Knowledge	Utilising programme management methodologies, partnership-working principles and external-funding financial management practices
Skills And Ability	Communicating clearly and confidently with colleagues, partners and external contacts through effective written and verbal communication.
Skills And Ability	Analysing financial, numerical and performance information to draw valid conclusions and produce accurate reports.
Skills And Ability	Negotiating constructively with service delivery organisations and stakeholders to support effective contract arrangements.
Skills And Ability	Organising and presenting information in a clear, accessible and helpful format to support programme delivery.
Skills And Ability	Researching and interpreting information to inform programme development and problem-solving.
Skills And Ability	Managing tasks and projects using established project-management techniques to meet agreed deadlines and quality standards.

Skills And Ability	Using spreadsheets, word-processing and presentation software confidently to support reporting, monitoring and communication.
Skills And Ability	Working independently by planning and prioritising workload, using initiative and contributing to a culture that encourages creative and innovative thinking.
Experience	Delivering regeneration or Migration-related programmes, projects or equivalent activity within a complex organisational environment.
Experience	Managing programme or project performance, including monitoring, reporting and compliance processes.
Experience	Using digital tools such as spreadsheets, word-processing and presentation software to support programme delivery and reporting.

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☒	Enhanced Check ☐	Enhanced + barred list check ☐

Declaration			
Reviewed/Created By:			
Job Title:		Date:	