



STROUD TOWN COUNCIL

APPLICATION PACK – PROGRAMME MANAGER

Programme Manager

Stroud Town Council, Gloucestershire

Salary LC2 29-32 £37,336 to £40,221 (pay award pending)

Full time: 37 hours per week

Stroud Town Council has an ambitious strategy which will support our community and town to continue to evolve and develop to meet the changing needs of the people who live and work here.

Following a recent staffing review and an election in May 2024, we are increasing our staff capacity to help us deliver a diverse range of projects in support of our strategy.

The Programme Manager is an exciting new role designed for someone with the skills and experience to lead an integrated project and programme approach to service delivery. We are looking for an exceptional individual to join our senior leadership team and help us drive forward our vision and action plan, which includes a diverse range of projects.

Working for Stroud Town Council

The Programme Manager will sit within the Senior Management team, reporting to the Deputy Chief Executive (Deputy Clerk), but will work across all teams to support the development and management of council projects.

Applications should be returned by email to the CEO (Town Clerk) by noon on **Friday 28th June 2024**.

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Brief History of Stroud

The first parish of Stroud, a settlement based on the production of woollen cloth, was recognised in 1304. Currently, it has a population of around 13,500 and an electorate of just over 10,000. Stroud is seen as a very friendly, tolerant community, accepting a wide range of views. We have a history of non-conformism, dissent and direct action. The environment and sustainability are priorities for many residents.

The parish, approximately 2.5 miles long and 0.75 miles wide, includes the town centre trading and market area, established residential communities amongst the surrounding hills and valleys, and mostly new-build settlements along the canal, which is currently undergoing restoration. The parish's division into six wards reflects, to a reasonably accurate degree, these differing settings. There is a railway station with good connections to London, Swindon, Cheltenham and Gloucester and a reasonable range of bus services. A fine network of footpaths also permeates the parish, but density of motor traffic can hinder movement around town by vehicle and there are limited safe cycle routes.

There is a strong creative element in the town and surrounding area, which provides a base for several arts festivals, some of which have achieved national acclaim. The town centre supports a long established twice-weekly market in the medieval Shambles and an award-winning weekly Farmers' Market, which draw in visitors from some distance.

In 2018 Stroud Town Council was one of the first local councils in the UK to declare a climate emergency and set a target of being carbon neutral by 2030.

The Council

The council was formed in 1990. We have 18 councillors representing 6 wards. There are elections every four years, with the most recent being held in May 2024.

We currently have offices close to the town centre, but have plans to relocate to a former doctors' surgery later this year. The main committees are Consultations and Highways (planning), Finance and Policy, Community, Environment and Regeneration.

The Council staff work in two teams headed by the CEO (Town Clerk). The office team comprises a Deputy CEO (Deputy Clerk), Assistant Clerk, Administration Officer and Finance Assistant, Senior Finance Administrator, Community Development Officer, Community Development Support Officer, Communications and Engagement Officer, Fundraiser and a cleaner. The Green Spaces team comprises three full-time Rangers and a part-time Assistant led by the Green Spaces Manager.

The Green Spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, two cemeteries (one active and one closed), five play areas, two closed churchyards and a number of amenity spaces. Some activities are currently contracted out, for example large areas of grass cutting and grave digging.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

Amongst the Council's recent projects are revamping a significant but dilapidated Victorian building for community use and developing a Neighbourhood Development Plan for the town. We have recently agreed to transfer ownership of a range of assets from Stroud District Council, including in 2019 the Stroud Subscription Rooms.

Stroud Town Council is a larger town council that is committed to improving the quality of life of all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents, as well as supporting arts development in the town.

We have shown long-term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development. We sustain four community grants programmes and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and have adopted the General Power of Competence. We have an annual expenditure budget of about £1m of which the precept makes up around 94%. The balance largely comes from grants, cemetery income and rent.

Application Process

The completed application form together with a covering letter must be sent to the Town Council by email to: council@stroudtown.gov.uk

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Programme Manager.

A CV is **not** required and any submitted will be disregarded.

Your application must be returned by email no later than noon on **FRIDAY 28th June 2024**

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the CEO Clerk, Helen Bojaniwska, on 01453 762817 or helen.bojaniwska@stroudtown.gov.uk for an informal discussion.

Selection Process

The Appointment Panel will meet to consider and approve the shortlist by 5th July 2024.

Candidates who are to be invited to an interview will be notified by telephone or email as soon as possible. Those who have not been shortlisted will be contacted by email shortly after this. Due to the volume of applications received it will not be possible to offer feedback on applications.

The appointment will be made by the Appointment Panel, which will consist of CEO (Town Clerk) and Deputy CEO (Deputy Clerk), and at least one member of the Personnel Committee.

Interviews will be conducted during the week commencing **Monday 8th July 2024**.

Interview

Shortlisted candidates will be required to attend an interview at a time to be allocated individually. Candidates should allow up to two hours for the interview.

References

Formal references will be taken up following an offer of employment. Any offer of employment will be subject to the receipt of satisfactory references.

Expenses

Travelling expenses (mainland UK only) will be paid on the basis of standard class rail travel to Stroud or car mileage at the standard mileage rate currently in force. Only claims in excess of 25 miles in total will be paid.

Any shortlisted candidate who withdraws without good reason will not be reimbursed expenses other than at the discretion of the Council.

Candidates with a disability

Any candidate with a disability should please contact the CEO (Helen Bojaniwska) or Assistant Clerk (Sheral Gardner) in confidence so that reasonable adjustments can be made to the recruitment process.

JOB DESCRIPTION

Description of duties and responsibilities

To provide support to Stroud Town Council and specifically the senior management team and lead an integrated project and programme approach to service delivery, ensuring business benefits are met, assurance is provided and risks are managed appropriately.

Key responsibilities/specific duties

- Programme manage a variety of key projects for the council.
- Coaching other officers to work in line with PRINCE2 and MSP principles to champion project disciplines
- Be accountable for processes, structures, and tools for individual project and programme management across the council.
- Oversee and coordinate council projects, in some cases projects with multiple stakeholders that incorporate proactive and innovative solutions to address business challenges to achieve organisational goals and objectives.
- Provide strong leadership to the development of programme strategy, allowing the council to structure its objectives consistently and most efficiently. Sharing this strategy with partners where appropriate. Providing assurance to the senior management and funders on projects and programmes.
- Lead and be accountable for a project team, including direct line management and contractor line management to enable outcomes to be met.
- Provide leadership, guidance and support, including setting and monitoring standards and targets for the team led by the post holder. This will also include personal appraisals and personal development designed to achieve the delivery of exceptional service and value for money.

- Responsible for the effective management of contracts and contractor relations.
- Drive forward the council's vision and action plan through allocating staff and financial resource flexibly and as needed to enable sustainable outcomes.
- Work with the senior management team, elected members and external partners to deliver a range of projects that are co-ordinated to meet the needs of the council and the town.
- Deputise for senior managers as required.
- Programme manage projects prioritised for delivery annually as part of the council's action plan.
- Lead the council's approach to project and programme management. Providing an assurance role to internal and external projects and programmes for the council.
- Support organisational change with the team and the council.
- Accountable for contract budget and responsible for supporting the senior management team in the setting, spending and monitoring of budgets.
- Procurement management

General to all job descriptions

- To comply with Stroud Town Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
- To comply with/ensure compliance with Stroud Town Council's Data Protection Policies and the Data Protection Act and other relevant legislation.
- This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.
- Stroud Town Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.
- The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

The Town Council may wish from time to time to amend this job description.

PERSON SPECIFICATION

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	PRINCE2, MSP or equivalent	IOSH Managing Safely or equivalent
2. Related experience (including voluntary work)	<p>Programme leadership and project management at a senior level.</p> <p>Direct management of staff and contractors including setting and monitoring standards, targets, personal appraisals and personal development.</p> <p>Experience of using relevant processes, structures, and tools</p>	<p>Experience delivering projects in a public sector or local authority setting</p> <p>Experience of leading organisational change</p>

	<p>for individual project and programme management</p> <p>Responsibility for allocating staff and financial resource</p>	
3. Skills and Abilities	<p>Ability to effectively lead, guide, support and develop a project team.</p> <p>Effective reporting on project delivery.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to deliver of exceptional service and value for money.</p> <p>Working with multiple external stakeholders.</p> <p>Effective management of contracts and contractor relationships.</p>	<p>Ability to incorporate proactive and innovative solutions to address business challenges to achieve organisational goals and objectives.</p>
4. Knowledge	<p>Best practice in managing health and safety, including writing and monitoring risk assessments.</p> <p>Compliance with GDPR and Equality legislation.</p>	<p>Understanding of the local government sector.</p>
5. Personal Qualities	<p>Self-motivated, committed and enthusiastic about providing high quality services to the local community.</p> <p>Strong inter-personal and team-working skills.</p> <p>Practical approach to problem solving.</p> <p>Self-reliant, open and honest.</p>	
6. Other	<p>Willingness to undertake some evening and weekend work.</p> <p>Full driving license.</p>	

Terms and Conditions

Pay

The salary range is within LC2, spinal column points 29-32 £37,336 to £40,221, depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. The award for 2024-25 is pending.

Contract

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004. There will be a six-month probationary period with three-monthly reviews.

Hours

Whilst the basic working week is 37 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

Holiday Entitlement	Days
Annual leave on commencement of employment (22 days + 4 stat / local extra + 8 Bank Holidays)	34
Additional after 5 years' service (4 days)	4

Casual Car User Allowance

If the postholder travels by means of their own car on official duties, the NJC for LGS Casual Users Car Allowance rate will be paid.

Pension

The postholder will be automatically enrolled in the Local Government Pension Scheme.

Political Restrictions

The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chair of the Council.

Pre-Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory Disclosure and Barring Service (DBS) check.