

Head of Programme

Reports to: Director of Programme - Impact on Urban Health (IoUH)

Team: Impact on Urban Health - Programmes

Line Management Responsibility: Yes

Salary: £70,000

Summary

The Head of Programme is responsible for leading a respective programme within Impact on Urban Health.

Supporting the Director of Programmes, the role is responsible for translating agreed programme strategies into deliverables which help design, deliver and manage their respective programme team's operational initiatives.

The role works collaboratively with the IoUH leadership to deliver IoUH strategy, promote the Foundation's values and shape a positive culture.

Job Description

Key responsibilities:

Team leadership

- Manage a matrix working team including providing line management support to a team of Portfolio Managers.
- Assign roles and responsibilities ensuring clear accountability across teams.
- Motivate, enable and offer pastoral guidance and support to team members.
- Undertake formal line management responsibilities such as performance tracking, annual reviews and personal development plans.
- Lead or support team recruitment as required, including onboarding of new starters.
- Promote the Foundation's values and behaviours in all aspects of work.

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Programmes

- Work with Director of Programmes to aid effective programme oversight and act as the first point of contact for support requests from the programme team.
- Responsible for managing respective programme budgets and managing the journey between programme stages.
- Focus day-to-day operational management and execution of programmes, ensuring timely and efficient delivery.
- Enable close working and effective relationships with innovation colleagues to incorporate innovative practices and launch new programmes or programme strands.
- Build and maintain relationships with partners and key external stakeholders

Evaluation and learning

- In partnership with the Data, Evaluation and Learning Team:
 - Maintain and sharpen a culture of strategic reflection, learning and evidence-based decisions across the programme portfolio.
 - Guide teams, partners, and contractors in routinely and systematically distilling insights for programme operations and wider influencing.
 - Make sure that our programme evaluation tools and processes are fit for purpose.

Portfolio Manager support

- Retain responsibility for execution of limited portfolio where necessary and support Programme Managers to pick up any delegated projects as required.
- Assure quality of project design, delivery and learning to meet standard of excellence.
- Empower idea generation and ensure alignment with strategic programme direction.
- Support Director of Programmes to oversee investment process, including being accountable for programme proposals being submitted for internal investment approval.

Communications and indirect influencing

- Work with Communications and Influencing colleagues to design and implement a programme of communications that achieve insights sharing and influencing objectives.

Corporate responsibility

- Support Director of Programmes in managing programme's impact and spend performance.
- Support Director of Programmes in satisfying governance and accountability requirements (business unit meetings, business plan, risk register, reforecasts, etc.).

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- In conjunction with the Director of Programmes, co-ordinate the programme's contribution to the business planning process.
- Support the Director of Programmes in the delivery of programme OKRs.

Person Specification

Skills, abilities, and attributes:

- Strong project management skills including budget and risk management
- Strategic thinking and ability to cut through operational detail and see the bigger picture
- Ability to operate at pace and efficiency, with the capacity to prioritise and measure level of effort
- Readiness to spell out plans and deliver in a way that is self-led, dependable and diligent
- Strong relationship building skills and ability to engage a wide set of partners in the delivery of IoUH work, across sectors and at local national and international level
- Strong inclusive leadership skills to operate comfortably with colleagues at all levels, lead leaders and relate to a wide range of partners and community members
- Humble leadership style that nurtures a balanced and calm culture
- Strong communications skills and problem-solving ability
- Personally, and professionally committed to the Foundation's mission and values
- Ability to consistently embed DEI into ways of working and create a feeling of inclusion for others
- Ability to seek clarity and actively ensure roles and responsibilities are clear
- Comfortable handling uncertainty and navigating complexity

Knowledge, experience, and qualifications:

- Experience in team and people management and empowering others to succeed
- Familiarity with wider policy context in which IoUH programmes operate
- Demonstrable commitment to equity and good health for all

The responsibilities of this role are not exhaustive and you would be reasonably expected to undertake other responsibilities that are commensurate with the level of your role.

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How to apply

Thanks for your interest in working with us. We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk

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