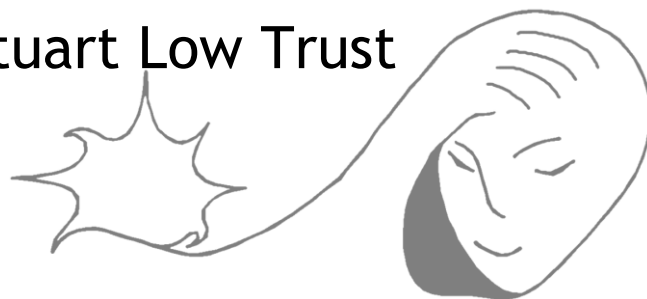




The Stuart Low Trust



bringing people together for better health and wellbeing

Activity Programmes Manager Job Description & Person Specification

Salary: £36,000 FTE per annum pro rata
Hours: 28 hours per week
Contract: Permanent, subject satisfactory probation period
Leave: 25 days' holiday per annum, plus bank holidays (pro rata)
Benefits: Flexible and hybrid working, Contributory Occupational Pension Scheme
Reporting to: Chief Executive

Position overview

The Events Programme Manager plays a pivotal role at The Stuart Low Trust by developing, managing and promoting a varied programme of group activities and events to support people who are socially isolated in Islington and surrounding boroughs. You will work closely with the Chief Executive to implement the charity's strategic priorities. You will coordinate programmes with a team of sessional staff, including a Senior Sessional Host and Volunteer Supervisor. You will directly line-manage an Administrative Assistant and Marketing & Communications Officer to support programme delivery.

Summary job outcomes

Key aims of your role are to attract a more diverse demographic to access SLT's programmes and provide opportunities for participants to progress in their lives, build their confidence and become more independent.

Key responsibilities

1) Activity programme development and planning

- Research and develop activity programmes that promote social inclusion and wellbeing, delivered in accessible community venues.
- Ensure that programmes are tailored to the needs and preferences of our diverse target audiences and aligned with SLT's strategic and annual plans.
- Cultivate existing delivery relationships and build new partnerships to support our activity programmes.
- Schedule delivery of our activity programmes to agreed targets.
- Consult with the Senior Host and Volunteer Supervisor in planning the annual programme.



MAYOR OF LONDON



Registered with

2) Programme coordination

- Manage all the operational logistics of programme delivery including sessional staff and volunteer rotas, booking suitable venues, activity resources and catering/refreshments.
- Respond to participant booking enquiries, registering participants onto activities and circulating attendance reminders prior to the session start.
- Ensure that new participants complete SLT's service registration process.
- Respond to participant requests for support and referral on as appropriate.
- Conduct Health & Safety risk assessments of venues and activities to ensure legal compliance and safe running.
- Maintain accurate and up-to-date participant and activity records, including via the SLT CRM database system.
- Develop and review activity-related procedures to ensure aligned to current good practice.

3) Budget management

- Ensure that programmes and activities are delivered within agreed budgets.
- Review invoices and volunteer expenses claims for accuracy and approve for payment in accordance with SLT's monthly procedure

4) Marketing and communications

- Supervise the Marketing and Communications Officer (MCO), enabling them to achieve performance goals and supporting their CPD. This MCO post is responsible for a variety of channels, including website social media, printed resources, email marketing to reach our target audiences.
- Develop marketing and communications strategies with the MCO post, aligned to SLT's plans to increase engagement from our diverse local communities.

5) Volunteer recruitment and coordination

In conjunction with the Volunteer Supervisor and Chief Executive:

- Recruit, interview and conduct due diligence checks for volunteers to assist with programme activities.
- Design new volunteer role descriptions in response to programme needs.
- Foster a positive and inclusive volunteer environment and promote their recognition.

6) Monitoring and evaluation

- Supervise the Administrative Assistant to undertake monitoring and evaluation responsibilities, enabling them to achieve performance goals and supporting their CPD.
- Oversee data collection processes to monitor and evaluate programme outcomes and impact.
- Analyse programme data and participant feedback for continuous learning and improvement of programme quality.
- Ensure that activity records are accurate and up-to-date for monitoring and evaluation purposes and reports provided on time for deadlines.

7) General duties

- Maintain office supplies of stationery and activity equipment.
- Manage relationships with office suppliers.
- Ensure that your understanding and compliance with policies and procedures in your daily work including Safeguarding Adults, Equality & Diversity, Confidentiality & Data Protection, Code of Conduct.
- Undertake any other responsibilities as reasonably required.

Person Specification

Using the Personal Specification, please clearly address each point providing evidence to write your Supporting Statement.

(1) Knowledge

Understanding of the support needs of people who are socially isolated.	Essential
Knowledge of legislation relating to Safeguarding Adults, Health & Safety, Equality Act 2010 and Data Protection	Essential
Management qualification	Desirable

(2) Experience

Management experience in a charitable/social care service.	Essential
Experience of managing staff and volunteers.	Essential
Experience of working within budget constraints and managing resources effectively.	Essential
Experience of setting up and managing new services, while working in partnership with other organisations.	Desirable

(3) Skills and abilities

Excellent communication and presentation skills, both verbal and written.	Essential
Ability to write new service procedures and conduct risk assessments.	Essential
Ability to build positive relationships with participants, volunteers, trustees, partner organisations and other stakeholders	Essential
Ability to develop marketing and communications strategies.	Essential
Excellent project management and organisational skills.	Essential
Ability to support and motivate staff and volunteers to fulfil their roles effectively.	Essential
Ability to work independently and in a team.	Essential
Strong ICT skills using MS Office (Outlook, Word and Excel).	Essential

(4) Attributes

Passion and commitment for the work of Stuart Low Trust, its philosophy and its values, particularly to promote wellbeing, equality and inclusion.	Assessed at interview only
Proactive attitude, drive and enthusiasm to carry out projects to conclusion.	
Resilience, particularly when faced with setbacks.	
Ability to work under pressure.	
Willingness to undertake occasional evening or weekend work, usually for remote cover.	