

Job Description

Employer:	Active Black Country Limited (ABC Ltd)
Job title:	Programme Officer
Department:	Partnerships
Location:	1 st Floor Neville House Steelpark Road Halesowen B62 8HD
Contract:	Permanent
Salary:	£25,000-27,000.00 per annum
Hours of work:	37.5 hours per week with additional hours worked as necessary for the proper performance of duties
Reporting to:	Director of Impact

Job purpose

The Programme Officer will provide contract management and monitoring support across the thematic areas of the Active black Country partnership and support the implementation of the 'Creating an Active Black Country' framework.

They will report to the Director of Impact to ensure effective contract management, monitoring and evaluation of programme investments that Active Black Country Limited are accountable for.

Main duties

1. Responsible for coordinating the programme contract management for contracts and grant funding streams.
2. Daily programme coordination throughout the contract or grant life cycle. Including contract set up, planning, tracking, and reporting on outputs and outcomes.
3. Assist with the creation and maintenance of tools, monitoring systems that will ensure all information is available for reports and for audit purposes.
4. To assist in the production of various management information and dashboard reports to outline the progress and impact of programmes & projects.

5. Be responsible for the upkeep and filing of all project documentation in such a manner as to meet audit requirements.
6. To ensure timely and effective delivery of all contract deliverables on schedule within budgets and to quality specified within projects and programmes in conjunction with the designated line manager.
7. Undertake safeguarding due diligence on local organisations accessing grant funding.
8. To be responsible for the maintenance of electronic databases to support contract delivery.
9. Ensure that partner organisations, and other contracted bodies are meeting the requirements of their agreements or contracts, by undertaking regular partner monitoring, review and evaluation meetings.
10. To ensure compliance at all times with contract management, procurement and finance procedures.
11. Be responsible and take reasonable care for the Health, Safety and Welfare of self and other employees and the public in accordance with Health and Safety Legislation and company procedures.
12. Adhere to the Data Protection Act at all times. Confidentiality must be maintained at all times.
13. To adhere to all relevant Active Black Country Limited policies and procedures at all times.
14. Undertake such other duties as may be appropriate.

Person Specification

1. Programme Office or Contract management experience.
2. Excellent organisational and time management skills, with an ability to prioritise and meet tight deadlines as and when required, managing a number of programmes at the same time.
3. Articulate, concise, accurate written and oral communication skills.
4. Ability to take instruction from a number of people with ability to highlight where issues may arise in delivery of tasks to meet differing timescales and agendas.
5. Customer focused approach with ability to communicate with internal and external partners.
6. Excellent computer literacy skills in office 365 - specifically Excel & Powerbi, and other project management tools.
7. Ability to meet objectives and work on own initiative.
8. Resilience and ability to work under pressure in a fast paced working environment delivering high standards at all times.

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| 9. Willingness and interest in keeping up to date with developments and trends in the Sport and Physical Activity sector. |
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Last updated: 18.10.23

Date of next review: 18.10.23