

**Fermanagh Trust**

**Programme Manager**

**Job Description**

**JOB TITLE:** Programme Manager

**HOURS:** 37.5 hours per week

 9am - 5.30pm Monday - Friday

**RENUMERATION:** £30,000 per annum plus pension contribution

**ACCOUNTABLE TO:** Director

**DURATION:** Full Time permanent (subject to funding

 & satisfactory completion of probationary period)

**ADDITIONAL INFORMATION:** Family friendly policy and generous annual leave entitlement. Very pleasant office environment.

Do you want to be part of a dynamic and progressive County Charitable Trust?

Have you experience of project development, management and delivery?

Are you an effective communicator?

Have you experience of building positive relationships with a range of stakeholders?

If you are ambitious this role provides a great opportunity for progression

**Background:**

The Fermanagh Trust is a progressive leading civil society organisation. Over the last 24 years the Trust has made a significant contribution to life in County Fermanagh and beyond. We plan to build on these endeavours and are seeking to appoint a Project Manager to advance our work.

**Objectives of the Job:**

This key new post is designed to support the Director advance the Trusts strategy, enabling the continued growth and development of a range of community initiatives.

**Main Duties:**

1. Support the advancement of project plans from concept through to delivery and implement a range of community development initiatives.
2. Develop strong working relationships to create new community education opportunities.
3. Engage with a variety of stakeholders at community level, funders, local and regional government and politicians, ensuring an efficient flow of communications and information and being aware of current issues. Represent the Fermanagh Trust at events.
4. Support the implementation of the Fermanagh Trusts strategy with both short and medium term actions.
5. Responsible for written and oral communication including organising meetings, creating papers and delivering presentations, attending conferences / seminars, etc.
6. Carrying out specific and research and prepare submissions and funding bids.
7. Assist in the implementation of the Fermanagh Trusts grant programmes.
8. Help advance the Fermanagh Trusts work as part of the Community Academy initiative.
9. Promote the development of Fermanagh House.
10. Assuring discreet handling of all business to maintain confidentiality in all dealings with Trustees, staff and all ‘customers’.
11. Support the implementation of effective internal administration systems and contribute to the smooth running of The Fermanagh Trust.

**Other:**

1. To undertake any other duties and responsibilities which will assist in the achievement of The Fermanagh Trusts objectives.
2. Undertake any training deemed necessary and carry out any other duties as deemed appropriate to the post of Programme Manager.
3. To demonstrate flexibility in the execution of duties as part of a small team.
4. To conform at all times to the Fermanagh Trusts ethics and values.
5. On occasions work will involve out of office hours.



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**Programme Manager**

**Personnel Specification**

**Essential Criteria**

We need you to have:

1. A qualification to Degree level
2. At least 3 years’ experience of managing and delivering projects
3. Full Driving Licence and access to a car

**Essential Skills & Experience**

* Showing initiative including the ability to identify new opportunities
* Excellent Communication and report writing skills
* Exceptional communication and engagement skills
* Experience in project management, regulatory and operational risk and proven track record in maintaining high standards
* Financial experience including working to and management of budgets
* Working on own initiative and an ability to collaborate effectively
* Strong analytical, organisational and planning skills
* Strong team player with the ability and mind-set to work with colleagues to achieve organisational objective.
* ICT Skills to a reasonable level
* Extensive knowledge of the issues pertinent to the Community and Voluntary Sector

**Desirable Criteria**

A relevant postgraduate professional qualification.

Proven experience of submitting successful applications for funding.

**Key Competencies**Able to deliver a quality service, improvement and innovation

Ability to embrace the culture and ethos of the Fermanagh Trust and be accountable for their delivery.

Ability to encourage collaborative action

Confidentiality