



Job Description Programme Manager

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**Location:** Mobile

**Hours:** 2.5 days/week

**Salary:** £18,270

**Duration:** April 2019 – May 2020 (58 weeks fixed term)

## 1. ABOUT THE ROLE

The main purpose of the Programme Manager role is to ensure the smooth running of our latest programme to produce female BAME leaders for sports boards. This programme is exciting and innovative, and it is specifically focused on developing talent from the female BAME population who will be ready to sit on sports boards in England and beyond by March 2020. The programme consists of a range of work, including networking, mentoring, speaking and developmental support. ***You will help to create a legacy of talent who will help shape the future sports industry!***

The Programme Manager will lead and manage the programme effectively, and will ensure that deliverables are completed on time, on budget and to agreed quality standards. They will provide a full range of support services, ensuring a professional image of the organisation is maintained at all times. The Programme Manager will be the first point of contact for many internal and external contacts, managing, delegating and directing queries to the most appropriate person. A degree of flexibility with regard to both working hours and practices is required in order to meet deadlines/timescales. The Programme Manager will also support the growth and development of Rimjhim Consulting and there is a potential to extend the contract period if the business is successful in extending its work.

## 2. ABOUT RIMJHIM CONSULTING

Rimjhim Consulting is a global leader which stands at the unique intersection of sport, business and community, bringing expertise in effectively engaging diverse communities in and through sport. Our clients include international Governments, leading national and international sports governing bodies, multinational companies, global professional sports clubs and bodies, community groups, and educational institutes.

Organisations and individuals access RimJhim's services through corporate training, public and private workshops, seminars and speeches, strategic design and reviews, and practical delivery. RimJhim's expertise is sought for sports facing work as well as core business inclusion and diversity support.

### **3. POSITION IN ORGANISATION**

**Reports to:** Managing Director

**Main relationships:** liaises largely with candidates, partners, sports organisations

### **4. SCOPE OF THE JOB**

- Managing, coordinating and delivering all aspects of the designated programme, including all deliverables agreed with funders
- Contributing to team and organisational work
- Quality assurance, including some travelling to ensure quality of programme delivery
- Identifying and developing new opportunities

Note that the role is flexible in terms of location, however travel into London will be required at regular intervals to deliver key aspects of the programme.

### **5. DUTIES AND KEY RESPONSIBILITIES**

#### **Key overall responsibilities**

- Successful delivery of all outcomes agreed with funders, as per Programme Deliverables document which will be shared with the successful applicant
- Working closely with and supporting the Managing Director in her operational work

#### **Managing and coordinating all aspects of the designated programme**

- Proactively coordinating the programme
- Actively managing programme contracts, finances and personnel to ensure programmes are delivered within time and budget
- Identifying, developing and maintaining key relationships
- Creating, writing and coordinating professional, accurate and timely reports
- Managing programme volunteers and those delivering the programme in their day to day work
- Ensuring consistent and accurate administration of the programme including:
  - Maintaining databases
  - Mail merging and distribution of invitations or information
  - Managing logistics



### **Contributing to team/organisational work**

- To lead and manage by example, and to encourage team work
- To foster a 'can do' culture by actively seeking solutions to problems
- To take responsibility for the programme, which may require independent working
- Help to maintain and develop the organisation's policies and resources
- To provide formal progress reports to the Managing Director, as and when required

### **6. GENERAL RESPONSIBILITIES**

- Actively contribute to Rimjhim Consulting as a team
- Assist in the development of systems and protocols
- Operate within organisational policies and practices
- Undertake other tasks as directed
- Be responsible for your own administration, including paperwork and filing

**This job description does not form part of your contract of employment but indicates likely tasks. The duties laid down in this job description may change following a review and in consultation between the postholder and the Managing Director.**



CRITERIA	METHOD OF ASSESSMENT
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"><li>- Previous experience in a similar role (<i>essential</i>)</li><li>- Relevant experience in the sports industry (<i>desirable</i>)</li></ul>	<p>Application/ Interview</p>
<p><b>Skills/Abilities</b></p> <ul style="list-style-type: none"><li>- Able to generate routine memos/letters/management information in reply to inquiries for self and others (<i>essential</i>)</li><li>- Able to communicate excellently – both orally and in writing (<i>essential</i>)</li><li>- Able to work on own initiative, problem solving and making sound decisions. The individual should be able to work under pressure by prioritising own workload within timescales given (<i>essential</i>)</li><li>- Strong interpersonal and influencing skills, with the ability to develop strong positive relationships internally and externally (<i>essential</i>)</li></ul>	<p>Application/ Interview</p>
<p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"><li>- Enthusiastic champion and passion for women’s leadership (<i>essential</i>)</li><li>- Ability to work collaboratively together within and throughout Rimjhim Consulting and with external bodies (<i>essential</i>)</li><li>- Ability to challenge constructively, manage disagreements and think creatively (<i>essential</i>)</li><li>- Understanding of sport at all levels (<i>desirable</i>)</li><li>- Willingness to devote the necessary time, enthusiasm, energy and effort to continue the growth of the Rimjhim Consulting (<i>essential</i>)</li><li>- Be flexible with regard to working hours to meet the needs of organisational timescales and demands (<i>essential</i>)</li><li>- Ability to maintain confidentiality at all times (<i>essential</i>)</li></ul>	<p>Application/ Interview</p>

## How to Apply

If you are interested in applying to be the Programme Manager, please provide the information below and an up to date CV.

- Please tell us how you meet the person specification above.
- Please tell us your reasons/motivations for wanting to join Rimjhim Consulting and particularly managing this programme.

Your application may be sent to Sarah at [info@rimjhimconsulting.com](mailto:info@rimjhimconsulting.com) with the reference 'Programme Manager 2019'. The deadline for applications is Thursday 14<sup>th</sup> February 2019.

Interviews are likely to be held week commencing 25<sup>th</sup> February 2019 and the start date will likely be week commencing 1<sup>st</sup> April 2019.