

Post Specification

Date	April 2025
PG Number	8539
Post Title	Head of Connect to Work Programme
Job Family	Organisational Support
Job Family Role Profile	OS15
Final Grade	15

To be read in conjunction with the job family role profile

Service Area description

Connect to Work is a new DWP funded programme delivered by local authorities across the country to tackle economic inactivity. In Cumbria, Cumberland Council is the Accountable Body for delivery with the programme and role being hosted within Enterprising Cumbria.

The programme and role is countywide across the whole of Cumbria. Connect to Work is a five-year programme.

Purpose of this post

Reporting to the Programme Director – Enterprising Cumbria, the Head of Connect to Work Programme will play a crucial role in the development and implementation of the Connect to Work supported employment programme, including overseeing its implementation throughout the programme. The Head of Connect to Work Programme will also play an important role under the broader Government agenda as set out in the 'Get Britain Working' White Paper.

The Head of Connect to Work Programme will lead on all aspects of the design and development of the Connect to Work programme ensuring that the programme is set up for success and meets the expectations of the Department for Work and Pensions and meets the Fidelity models for supported employment. Working with Westmorland and Furness council, partners, external providers and employer networks, the post holder will effectively manage relationships, drive development, oversee any necessary procurement and lead on programme management.

Key job specific accountabilities

1. Day to day management of the programme taking the programme forward from appointment, including any staff that are recruited into the programme at a future point
2. Being the day to day lead on behalf of Cumberland Council and Enterprising Cumbria ensuring successful delivery of the programme
3. To lead planning and designing the programme and proactively monitoring its overall progress, resolving issues and taking action
4. To lead on the development and implementation of the programme's governance framework
5. Effective coordination of projects and workstreams including dependencies
6. To manage and resolve risks and issues
7. Managing overall integrity and coherence of the programme and developing and maintaining the programme environment to ensure a successful programme
8. To ensure the effective management of the programme's budget, monitoring the expenditure and costs against benefits as the programme progresses
9. Manage the appointment of individuals to the project delivery team
10. Manage the programme team to deliver ensuring that the programme is managed effectively
11. Manages the efficient allocation of resources
12. Manage internal and external suppliers

13. Manages communications with stakeholders and a community of practice of providers
14. Reporting progress including interpretation of complex management information (Projects, financials, benefits) at agreed intervals with the Technical Lead and SROs from both local authorities
15. Other responsibilities commensurate with the role level may be expected during the duration of the post

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> Manage programme funding received from DWP to be utilised effectively and efficiently Monitor the spend and forecast future spend for the delivery of the programme
Staff Management Responsibilities	<ul style="list-style-type: none"> The postholder will be expected to manage and oversee staff within the programme team
Other	<ul style="list-style-type: none"> Significant exposure to senior stakeholders and decision makers, both internal and external and across public, private and third sectors

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualification

- Professional and/or academic level qualification or equivalent or substantial vocational experience in programme and project management or a commitment to work towards this
- Demonstrate commitment to continuing professional development

Experience

- Experience in managing large and/or complex programmes
- Experience of working across organisations and within multidisciplinary teams, managing programmes, projects and teams outside of direct line management
- Experience of designing and developing complex programmes and overseeing implementation
- Experience in managing large budgets and realising significant budgets
- Experience of shaping programmes through innovation, creativity, and alignment to strategic and/or policy development prior to implementation across the area of responsibility

Knowledge, Skills and Ability

- Ability to build relationships, develop, motivate and challenge services and external stakeholders
- Ability to develop and maintain effective working relationships with council members, senior managers, project teams and third party providers
- Strong leadership and management skills
- Understanding of skills and employment policy and the purpose of Connect to Work Programme and benefits to businesses and residents
- Proven credibility within a programme environment and ability to influence others
- Strong technical knowledge for planning, monitoring and controlling programmes including management of risks
- Strong knowledge of project management approaches and methodologies
- Good knowledge of budgeting and resource allocation approaches
- Ability to work in a complex environment and network across organisational boundaries, influencing and negotiating with others to ensure that deadlines are met
- Significant experience in delivering presentations and workshops to co-design solutions with senior leaders and external providers

- Line management experience

Other

- Commitment to equality and diversity
- Commitment to health and safety
- Displaying Cumberland Council's values and behaviours and actively promoting these

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Moderate – required ability to work in a high pressure delivery focussed environment
--------------------------	--

Physical Demands	<ul style="list-style-type: none"> • Limited
-------------------------	---

Working Conditions	<ul style="list-style-type: none"> • Office environment
---------------------------	--

Other Factors

- Able to travel around Cumbria and occasionally beyond. Agile working applies