

JOB SPECIFICATION

JOB TITLE:	Programmes Manager (Social Change Movements)
FUNCTIONAL AREA:	Programmes and Practice
LOCATION:	Hybrid – primary location: Robertson House, Glasgow
REPORTING TO:	Head of Programmes and Practice
SALARY BAND:	Grade 4

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

To support the Head of Programmes & Practice and the wider organisation to strengthen the Trust's approach to securing big change that lasts on preventing and reducing poverty and trauma, in line with The Trust's strategy, through the development of our approach to funding social change movements as part of our Programme Awards and the management of our new direct influencing capacity.

This will be achieved through: Funding; Building social movements; Strategic stakeholder engagement; and Team leadership.

Key responsibilities

Funding - work to develop plans for cohorts of proactive 'social change' Programme Awards around key priorities, helping to deliver significant long-term impact as part of a planned budget rising to up to £10m per year.

- Support the Head of Programmes and Practice in identifying our key long-term change priorities for proactive 'social change' Programme Awards.
- Build an approach and plan for funding and developing cohorts of proactive 'social change' Programme Awards.
- Develop new ideas for developing cohorts of proactive 'social change' Programme Awards, within the Trust's strategy and delivery plans, working collaboratively with our stakeholders.
- Ensure plans for the development of cohorts of proactive 'social change' Programme Awards are coherent with our wider Programme Award work, led by the Programmes and Practice Team, and with the Trust's wider work across our themes and strategic aims.
- Work closely with grantholders, stakeholders and colleagues to provide and gain insights to feed into future programme activity and the work of the Trust as a whole.

Building social movements - developing our approach to funding and delivering work on indirect and direct influencing, systems change, social movements, campaigning, advocacy and policy change.

- Work with the Head of Programmes and Practice to develop plans for direct influencing. Direct influencing plans are agreed with the Head of Programmes and Practice, in line with, and as part of, the Trust's broader influencing priorities.
- Operationally lead the Trust's work on direct influencing (influencing work undertaken by The Robertson Trust), working with the Head of Programmes and Practice to develop direct influencing plans, working with colleagues across the Trust to ensure strong collaboration and coherence across our wider cross-cutting influencing objective.
- Work with the Head of Programmes and Practice to build plans and processes to identify potential direct influencing opportunities (for the Trust), indirect influencing opportunities (through projects we fund), and broader opportunities for social change, maintaining a clear focus on the Trust's strategic aims, influencing the behaviours of others best able to have a significant and lasting impact in tackling poverty and trauma in Scotland.
- Develop the Trust's role in direct and indirect influencing and delivering social change in Scotland, working with the Programmes and Practice Team, in line with priorities agreed with the Head of Programmes and Practice and across the organisation.

Strategic stakeholder engagement - work to build the Trust's connections and networks across our four thematic areas of Education Pathways, Financial Security, Nurturing Relationships and Work Pathways (including potential grantholders, peers, policy makers and decision takers at national and local level).

- Build relationships and connections with relevant stakeholders including external expertise, policy makers and decision takers. This role will support the Head of Programmes and Practice in engaging with strategic stakeholders, lead on engagement with high-level stakeholders and manage the Influencing Officer to undertake broader engagement with stakeholders.
- Build participation by experts by experience of poverty and trauma into the core of our strategy, plans and the work we fund, support and undertake to influence.
- Build policy knowledge and subject expertise across the Trust's thematic and strategic aims (internal and external), identifying opportunities and challenges.
- Work collaboratively to develop relationships and connections with other funders in Scotland, and others with influence in relation to our themes.
- Represent the Trust externally, including in relation to communications and events as required.

Team leadership - manage the Programmes Team (Social Change Movements) working closely with the existing Programmes and Practice Team, and collaboratively across the Trust.

- Line management of the Programme Team (Social Change Movements), including our new direct influencing capacity, supporting the development of the team to reach its full potential.
- Close collaboration with the Programmes and Practice Team supporting their work to develop, assess, support decision making, and grant management across our long-term change funding stream (known as Programme Awards).

- Work collaboratively with the Learning Team to ensure the Trust's Impact and Insights Framework is effectively used to drive decision making and resource use and we can articulate our contribution to social change.

Other responsibilities

- Be an active member of the Trust's Management team.
- Adopt and encourage a collaborative mindset contributing to the work of the Trust as a whole.
- Contribute to work supporting cross-cutting themes for the Trust, for example Equity, Diversity, Participation and Rights (EDPR), and our Climate Commitment.
- Adopt and demonstrate the Trust's values.
- Any other reasonable duties as required.

Signed by postholder:		Date	
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PERSON SPECIFICATION FORM

FUNCTIONAL AREA: Programmes and Practice	VACANCY REF. No:
JOB TITLE: Programmes Manager (Social Change Movements)	LOCATION: Hybrid – primary location: Robertson House, Glasgow

THE EMPLOYEE	ESSENTIAL	DESIRABLE
<p>Qualifications/Experience What educational attainments must the candidate possess? What professional/technical skills and knowledge are important, and what kind of job experience should the candidate have?</p>	<ul style="list-style-type: none"> • Degree level qualification or equivalent relevant experience • Relevant experience of working in a field related to poverty and/or trauma • Experience of successfully leading and delivering long-term change – whether through influencing, policy, systems change, campaigning or advocacy. • Strong understanding of poverty and poverty-related trauma as a subject area and policy area. • Strong understanding of the third sector in Scotland, and independent funders in Scotland and across the UK. • An understanding of what makes for a good funder, and the ability to translate that into practice. • Experience in strategic planning and managing large programme budgets. • An in-depth understanding of the policy and political environment in Scotland in 	<ul style="list-style-type: none"> • Experience of undertaking influencing, policy and/or campaigning work in Scotland with a demonstratable impact • A strong network across policy, politics and practice. • Experience of funding projects - working to develop, assess and manage funded projects to deliver impact. • A strong interest in understanding how social change happens, and how we can work to deliver social change to prevent and reduce poverty and trauma in Scotland. • Experience working across sectors to deliver collaborative impact. • Experience in presenting to external stakeholders or senior leadership teams • Qualification/certification in project management • Leadership or management qualification • Understanding of systems thinking and its

	<p>relation to poverty and trauma</p> <ul style="list-style-type: none"> • Proven ability to lead, develop, nurture and motivate high performing teams of people and volunteers. • Proven ability to think creatively and imaginatively combined with a strong attention to detail • Strong project management skills, including planning, risk management and prioritisation under pressure • Experience of building relationships and networks to work collaboratively with internal and external stakeholders • Ability to work confidently using own initiative and prioritise conflicting priorities. • Ability to assess reputational and strategic risks in influencing work and wider work. • Experience of undertaking co-production with people with lived experience of the issue being worked on. • Ability to collaborate on learning processes and apply insights to strategic decision-making. • Understanding of governance structures and accountability in charitable or public sector organisations. • Insight into/experience of inequality, social injustice, 	<p>application to social change.</p>
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	poverty or trauma through life, paid or unpaid work experience.	
<p>Special Aptitudes Are there any particular skills which are required for the job e.g. numerical, language, verbal reasoning etc.</p>	<ul style="list-style-type: none"> • High emotional intelligence with ability to relate to a range of people from different backgrounds and roles. • A keen interest in politics and policy in Scotland and the potential to develop a strong political judgement to support influencing work 	
<p>Misc</p>	<ul style="list-style-type: none"> • There will be some travel required, on occasions. • The Trust is committed to hybrid and other forms of flexible working. • The Trust is open to reasonable adaptations to overcome barriers. 	