

Applicant Pack

Programmes Manager (Phoenix Way)

Salary **£37,000**
(pro rata)

Starting **April 2023**

Contract **3 year contract**
(with annual review)

Hours **30**
(per week)



A message from the CEO

Thank you for your interest in the role of Programme Manager at Impact Hub Bradford. We're a small organisation, but with big ambitions for Bradford and its role in the world. The city is at a vital stage in its history, in recovering from COVID-19, but also preparing for new futures with its successful bid to host the 2025 City Of Culture festival. Day by day, our work has given us a unique perspective on how Britain's fourth largest and also its youngest city is stepping up to the challenges and opportunities of our times.

I see our role as an organisation to help unlock the potential of the people and organisations of our district who wish to make a positive difference. Our hope is for Bradford to become Britain's natural destination for social innovators.

As such, Impact Hub Bradford is an organisation with many opportunities for career growth and has a team to realise this potential. Our culture is exciting and populated with people who have a can-do attitude and the agility to make the most of the city around us. We look for those who are values and culture-driven, not so much defined by the skills they have but their ability to learn and listen to the city and district we serve.

Our knowledge of and access to Bradford's unique demographics and diversity allows us to offer a vital multicultural and youthful perspective to the wider world. We believe sharing the lived experiences and solutions of our city creates a vital solidarity with other communities around the world and a sense of being part of global social innovation. Being a member of the Impact Hub global network, brings Bradford into a community of 109 cities and 17000 social entrepreneurs, the largest impact network in the world.

We support new start-ups as well as established social enterprises seeking to grow and scale up. Our work is varied, tackling systemic and operational barriers for organisations led by

people from underserved communities and includes, but is not limited to packages of workspace, mentoring, masterclasses and access to programmes of entrepreneurial support and funding.

Though we started with a modest grant of £5000, we've grown year on year to a six-figure turnover in 2022 based on direct revenue and grants. We see this growth continuing and welcome those who believe in our vision to be part of that journey. We can offer you a unique and welcoming workspace, a supportive team and fantastic opportunities for career progression and personal development.

Impact Hub Bradford has been appointed as the Development Partner for the Phoenix Way, an exciting new initiative which will see the roll out of new funding and infrastructure schemes targeted towards racially minoritised communities in our region. The Phoenix Way is a Racial justice change movement that aims to: address the structural barriers & inequalities communities of colour face and to help to develop a pioneering model that can be replicated to ensure that communities facing poverty, exclusion and discrimination have a say in decisions that impact their lives; put communities in the lead to ensure no community is left behind. The Phoenix Way is more than a funding source but is an approach that recognises and wants to challenge the patterns of racial injustice. Given the nature of this work and its focus, we are looking for applicants from West, South and East Yorkshire who have lived experience or those who can demonstrate allyship and ability to connect and engage with racially minoritised communities.

Additionally, we recognise that some groups of people are underserved in our communities and can face barriers to employment in jobs like this one. We would like to encourage people from all backgrounds and communities to apply. We are not looking for particular qualifications and any individual who feels they have the right attitude, skills and capabilities, but not necessarily direct experience, should still apply to us. We would really like to hear from you!

I hope this applicant pack gives you a flavour of our achievements and ambitions - we're at the beginning of an exciting, transformative journey for Yorkshire and Humber. We're excited to see others join us on this journey and see where their talents can lead us. Please do contact me by email if you have any questions about the role or our application process.

A handwritten signature in black ink that reads "Kamran". The signature is fluid and cursive, with the first letter 'K' being particularly large and stylized.

Kamran Rashid
Chief Executive Officer
kamran.rashid@impacthub.net

About the role

Post Title	Programme Manager
Salary	£37,000 (pro rata)
Hours	30 hours per week
Annual leave	25 days + 8 Bank Holidays (pro rata)
Contract	3 years (with annual review)
Start Date	April 2023
Location	Impact Hub Bradford, 34 Peckover Street, Bradford, BD1 5BD
Reports to	CEO

Roles & Responsibilities

The purpose of this role is to coordinate and ensure the smooth running of the Phoenix Way programme in Yorkshire and Humber.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all the usual associated routines are naturally included in the job description.

Workers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

This is an ideal role for someone who wants to work for an exciting new organisation and deliver a high impact programme in our region. We are looking for someone with a can-do attitude, willing to work as part of a team and flexible to the needs of the organisation.

Requirements:

- All Applicants must have valid permits to work in the UK

Range of Decision Making:

- Taking responsibility for key decision making around the development and implementation of our programmes

Responsibility for Assets, Materials etc:

- Access to confidential and sensitive information
- Responsible for keeping accurate and up to date records

Contacts:

- Will have frequent contact with Elected Members, Government Offices, Senior Statutory and Business Leaders, Voluntary Organisations and members of the public.

Range of Duties:

- Manage and oversee the delivery of the Phoenix Way Programme across Yorkshire and Humber
- To engage with communities across the district to establish a Grant Assessment Panel in target areas across the region
- To work with communities to identify priorities and inform inclusive design of funding schemes and processes targeted to racially minoritised communities
- To establish and keep under regular review a mobilisation and implementation plan for the programme

- To establish and supervise a team of Development Workers who will be responsible for providing engagement and support to VCSE organisations across the region
- To work closely with other Phoenix Way Development Partners in order to collaborate, share resources and learning
- Broker partnerships and opportunities from the Global Impact Hub Network into the programme
- Undertake work as necessary to contribute towards the evaluation of the programme, to include data collection/analysis and reporting to our partners and funders

General Duties

We are a small organisation and as such are dependent upon team members willing to be flexible and support one another. In addition to the duties outlined above, there are a number of additional responsibilities that we expect all staff to undertake, regardless of role or seniority:

- Assist at events held in our co-working space
- Cover reception duties when required
- Welcome staff and visitors to our space
- Work flexibly to support the whole team
- Maintain databases and manual records of the organisation.
- Keep the office environment safe, clean and tidy
- To support and be willing to participate in any special projects as required by Senior Management.
- To be responsible for day to day management of IHB assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To communicate with IHB Directors, corporate partners, funders, and staff, in a confidential, sensitive and professional manner
- Maintain databases and manual records of the organisation
- Keep the office environment safe, clean and tidy

- To be part of special projects as required by Senior Management
- To be responsible for day to day management of IHB assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To undertake occasional evening and weekend duties as required



About You

Essential skills and experience

- Demonstrable commitment and experience in working towards addressing inequalities faced by diverse and underserved communities
- Knowledge and understanding of the VCSE and creative sectors in Yorkshire and Humber
- Knowledge and understanding of barriers to funding and organisation development for VCSE organisations led by people from racially minoritised communities
- Experience in grants distribution and administration
- Experience in providing infrastructure support to VCSE organisations
- Experience in managing staff teams, ideally over a regional area
- Good organisation, communication and teamwork skills
- Excellent IT skills across most relevant applications
- Excellent customer service skills
- Knowledge and experience of social enterprise
- Excellent numeracy, spoken and written communication skills
- Ability to work to deadlines under pressure
- Proven strong organisation and problem solving skills

Desirable skills

- At least 2 years experience in a similar role

- Experience in developing and supporting community grants panels
- Experience in designing and rolling out grant funding programmes
- Experience of evaluating and reporting on programmes to funders and commissioners
- Ability to drive new investment into communities and develop new partnerships with funding bodies



How To Apply

- Please send a CV and cover letter to careers.bradford@impacthub.net by **9am on 20th March 2023**
- Shortlisted applicants will be informed by **22nd March 2023**
- If invited for a formal interview – either on-line or in-person – these will likely take place the week beginning **27th March 2023**
- The ideal start date for this role will be **3rd April 2023**. However, we can be flexible about this in order to meet candidates' pre-existing notice period requirements.

We are unable to provide feedback to candidates not shortlisted for interview due to limited capacity.

We will not discriminate by age, gender, sexual orientation, race, colour, religion, marital status, or disability.

For any queries, please get in touch at careers.bradford@impacthub.net