

Head of Programmes



Job Description

Your Park Bristol & Bath is a young charity working to help everyone experience the health and wellbeing benefits of Bristol and Bath's parks. We address inequalities and support under-served communities to use parks more regularly through a range of projects across health, nature and access.

We are a growing organisation with big ambitions, and we are ready to take our charity to the next level. To continue our journey of professionalisation and invest in our project delivery, we are strengthening our Senior Leadership Team with a Head of Programmes.

As a charity we are driven by our core belief in the importance and power of connection. We embody our values of nurture, expertise, warmth, collaboration, flexibility, resilience, ambition and inclusivity.

This new role will be vital to our charitable mission. We have proven that what we do works. Our 2023-2026 strategy period focuses on ensuring the quality and consistency of programme delivery, impact reporting and exploring opportunities to reach more communities.

As a new position, there is real scope to shape this role and have a significant impact, both on us as an organisation and Bristol and Bath's communities.

We're particularly interested in receiving applications from people who have lived experience of the barriers facing communities when trying to use parks.

Role Profile

Reports to: CEO.

Line management responsibility: You will line manage our five project leads as part of the Senior Leadership Team.

Salary: Salaried fixed term contract to August 2026, with intention to extend.

Days/hours of work: 25-30 hours per week worked flexibly to meet your needs.

Salary: circa £35,000 FTE pro rata.

Location: Home-based contract with access to shared office space at Engine Shed. There will be regular travel for meetings and site visits across Bristol and Bath.

Benefits: Nest pension after probation period, Employee Assistance Programme, flexible working with access to shared office space, 25 days annual leave pro rata with additional leave for your Birthday and office 'closure' between Christmas and New Year.

Application timeline:

- **Applications open:** Tuesday 17th September 2024
- **Deadline for applications:** Midnight Sunday 20th October 2024
- **First interview (30 mins online):** Friday 25th October 2024
- **Second interview (60 mins in person):** Thursday 31st October 2024

Please note, that this job description is not contractual and may change over time as agreed with the CEO and Board of Trustees.





What you will do

As part of the senior leadership team, you will work with the CEO and Head of Fundraising to deliver our 2023-2026 strategy by ensuring all our existing projects have the biggest impact for communities, whilst identifying opportunities to secure further support and funding to meet our goals.

You will lead all programme delivery, taking over the leadership of the team from the CEO, managing our brilliant project leads who work across access, nature and health.

Working with the team, you will bring a fresh pair of eyes to introduce new systems and processes that streamline and improve our project delivery, pushing us to be even better. You will improve reporting mechanisms, budgeting and financial reporting, ensuring projects run to time and deliver outstanding results for our beneficiaries.

You will be a key point of contact for our stakeholders, getting out to meet our partners, contacts at two Local Authorities, and funders. You will be a key face for the organisation, representing us at strategic meetings and building new partnerships.

Demonstrating impact is a key focus for this strategy period. You will work with the team to review our impact and reporting processes that bring to life the impact our work for communities and parks, and develop our environmental impact reporting.

Crucially, you will champion our inclusive and supportive culture as a brilliant people manager, committed to getting the most out of their team and supporting their personal development. You will be the go-to problem solver for the project team, and willing to get stuck in to supporting project delivery on the ground when needed.

Key responsibilities

The listed responsibilities outline what the organisation needs, however this is a new role, and the CEO is keen to develop it with the successful candidate.

Across all your responsibilities you will champion the needs under-served communities.

Programme and Project Management:

- Lead programme delivery by introducing programme-wide project management tools ensuring projects are delivered to the highest standard, on time and within budget.
- Lead and line manage the project team, creating a supportive and inclusive culture, prioritising personal development.
- Continually develop and improve delivery processes.
- Develop a new and consistent process for information management, evaluation, and reporting across projects.
- Work with the Local Authorities, Steering Group, and project team to manage operational risk.



- Ensure adherence to all relevant laws and regulations in relation to project delivery (e.g., GDPR, safeguarding).
- Work with project leads and Finance Assistant to manage the project budgets, providing regular reports to the CEO.
- Establish the charity’s environmental reporting methodology, establishing baselines and creating a recommendations plan to improve outcomes.

Strategic Planning and Leadership:

- Review and stay on top of the latest research on inequities in parks and green spaces, including our own.
- Work with the SLT to plan for the long term, identifying trends and opportunities and developing funding applications as required.
- Be a key point of contact for strategic partnerships.
- Review and stay on top of the latest research on inequities in parks and green spaces, including our own.
- Support our Lived Experience Representation Group to inform all decisions in partnership with the CEO.

Stakeholder and External Relations:

- Act as an ambassador for the charity, attending external meetings and events as required.
- Manage key funder relationships, leading on reporting and being a key point of contact.

Knowledge, Skills & Experience Needed

	Essential	Desirable
Knowledge	<p>Good knowledge of the relevant sectors: access, nature and health.</p> <p>Good knowledge of the Bristol and Bath context.</p> <p>Awareness of the barriers and challenges faced by under-served communities in accessing parks and services.</p> <p>Knowledge of key regulations and laws, including safeguarding, data protection (GDPR), and health & safety.</p>	<p>Lived experience of the barriers experienced by under-served communities trying to use park.</p> <p>Knowledge of Asset Based Community Development approach.</p>
Skills	<p>Highly organised with a strong attention to detail, process-driven, and able to develop and improve operational systems.</p> <p>Excellent interpersonal skills, able to build strong relationships with a wide range of stakeholders, including funders, local authorities, and community members.</p>	

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	<p>A natural problem solver, capable of anticipating challenges, creating solutions, and making sound decisions independently.</p> <p>Excellent written and verbal communication skills, able to effectively communicate with a range of audiences, including producing reports and presentations for external stakeholders.</p> <p>Flexibility to adapt to changing priorities and support colleagues to achieve shared goals.</p>	
Experience	<p>Demonstrated experience in managing or coordinating direct service delivery.</p> <p>Experience in leading, supporting, and developing a team, creating a positive and inclusive culture.</p> <p>Experience creating and managing collaborative partnerships and maintaining strong relationships.</p> <p>Experience in managing operational risks, including safeguarding and compliance with relevant regulations.</p> <p>Experience using a range of tools to manage complex projects to deliver results.</p> <p>Experience managing programme budgets, tracking expenditure, and providing financial reports.</p> <p>Experience in monitoring, evaluation, and reporting, ensuring the programme meets its targets and demonstrates impact.</p>	<p>Experience contributing to funding applications and reporting to funders or senior management.</p> <p>Experience using CRM systems and databases for service delivery.</p>
Other requirements	<p>Passionate about the importance of parks and making a difference with under-served communities.</p> <p>Aligned with the charity's values.</p> <p>An innovative approach, always looking for ways to improve services and seize new opportunities.</p> <p>Must hold or be willing to undergo an Enhanced DBS check.</p>	



Diversity and inclusion

Our beneficiaries come from all walks of life and hire great people from a variety of backgrounds because it makes us stronger. If you share our values and enthusiasm for health, nature and accessibility, you will find a home here.

All applicants will be treated equally but we want to build our level of lived experience of barriers to parks. Therefore, we are particularly interested in receiving applications from people who are from ethnically diverse backgrounds, Disabled people, people who are caring for a loved one, and/or from low-income households. We are also interested in receiving applications from men as our workforce is predominantly women.

Please state in your cover letter whether you would like to be considered under our guaranteed interview scheme for Disabled or ethnic minority candidates. This scheme guarantees these groups an interview if they meet the essential skills, experience and qualities.

How to apply

Please send your application to jobs@yourpark.org.uk. Your application should include:

- Your CV
- A covering letter of no more than two pages setting out how your skills and experience meet the person specification

If you need any adjustments to the application process to help you apply, please get in touch at jobs@yourpark.org.uk or by calling 07742 881566.

Application deadline: midnight Sunday 20th October.