

Climate Action Fund Programme Manager

Job Level	4	Kornferry Function	PM15
Directorate	UK Operations	Function/Service	VCS Emergencies Partnership
Direct Reports	0	Indirect Reports	0
Line Manager Title	Head of Delivery	Budgetary Responsibility	TBC

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Role description:	
Purpose	<p>Hosted and supported by the VCS Emergencies Partnership within the British Red Cross, this role exists as part of an innovative, collaborative team that brings together five roles from three different organisations. The team consists of the Programme Manager who has responsibility for oversight, collaboration and progress of our work, the Senior Project Officer and Delivery Manager responsible for the training approach and resources, and the Policy and Practice lead and the Director of Strategic Communications who will drive the policy, systems change and influencing activity.</p> <p>The Programme Manager will coordinate delivery of a high-profile, UK-wide programme focused on climate resilience. Working across a cross-sector partnership, the role will ensure effective planning, delivery and collaboration between partners, supporting an approach that centres communities experiencing discrimination and disadvantage.</p> <p>This role will play a key part in enabling a complex, multi-partner programme to operate effectively – maintaining oversight of delivery, strengthening ways of working and supporting a responsive, learning-led approach.</p>
Key Responsibilities	<p>Programme delivery and coordination</p> <ul style="list-style-type: none"> • Coordinate delivery of programme activity across partner organisations, ensuring alignment to agreed plans, timelines and outcomes • Develop and maintain programme plans, delivery trackers and reporting processes to provide clear oversight of process • Support the effective sequencing and integration of activity across workstreams, including community engagement, training, communications and influencing • Monitor delivery performance, risks and dependencies, working with partners to identify solutions and escalate issues where appropriate • Support the capture of learning, insights and emerging outcomes across the programme delivery • Develop and communicate evidence of the impact of the programme through identifying metrics and insights to produce reports and build case studies for funders and stakeholders • Contribute to the ongoing development of delivery approaches, supporting a test-and-learn, adaptive programme model

	<p>Partnership coordination and ways of working</p> <ul style="list-style-type: none"> ● Act as a central coordination point cross the partnership, supporting strong communication, alignment and collaboration ● Build effective, trusted working relationships with colleagues across partner organisations ● Support the planning and facilitation of cross-partner meetings, workshops and governance structures ● Help establish and maintain effective ways of working, including clarity on roles, responsibilities and decision-making ● Identify and help address challenges or tensions within the partnership constructively and proactively <p>Programme operations and delivery support</p> <ul style="list-style-type: none"> ● Provide day-to-day coordination of support across programme activity, ensuring actions are tracked and delivery remains on course ● Support the planning and delivery of key programme activities, such as workshops, events and partner sessions ● Ensure effective documentation of decisions, actions and key outputs ● Support consistency and quality across programme deliverables ● Coordinate inputs into communications and stakeholder-facing materials as required ● Maintain awareness of key themes, risks and opportunities emerging across the programme <p>Team contribution and ways of working</p> <ul style="list-style-type: none"> ● Work as part of a small, cross-organisational programme team, contributing to a collaborative and supportive environment ● Champion inclusive ways of working and co-productive approaches to programme delivery ● Work with partners to ensure learning is reflected in ongoing delivery and programme adaptation ● Contribute to a culture of openness, reflection and continuous improvement ● Ensure delivery aligns with organisational policies, safeguarding standards and ethical practice <p>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</p>
<p>Know-how</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Experience delivering or coordinating projects involving multiple partner organisations or stakeholders and matrix styles of working* ● Strong organisational skills, with the ability to manage multiple priorities and workstreams* ● Experience building effective working relationships and collaborating across teams or organisations* ● Strong communication skills, including the ability to present information clearly to a range of audiences* ● Ability to identify and manage risks, issues and dependencies within a project or programme*

	<ul style="list-style-type: none"> • Ability to work effectively in evolving or ambiguous environments, adapting plans and approaches as needed* • Knowledge of issues relating to climate resilience, emergency planning or systems change with an interest in, and commitment to, equity, inclusion and community-centred approaches* <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in the voluntary, community or public sector • Experience of partnership or consortium-based programme delivery • Experience or interest in climate, resilience, emergencies or social justice • Familiarity with co-production or participatory approaches • Familiarity with good data management practices (particularly when working with shared datasets) and an ability to identify and utilise data effectively in programme delivery • Project or programme management training (e.g. PRINCE2, Agile) or equivalent experience
Additional Requirements	<ul style="list-style-type: none"> • Ability to work hybrid/remotely • An ability and willingness to travel throughout the country, with up to monthly overnight stays • An ability and willingness to work outside normal office hours on occasion (approximately quarterly)

Pre Engagement Checks Highlight bold as required		
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/None	
PVG- Scotland	Adult/ Child/ Adult & Child/ None	
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/None	
Driver Check	Yes/No	
<u>International Roles Only</u>		
International Police Check	Yes/No	
International Driving Licence for manual cars	Yes/No	

Role Reference		Review Date	
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.