

Job Description

Job Title	Neighbourhood Programme Manager - Pride in Place Programme
Directorate	Neighbourhoods and Housing
Service Area	Safer City and Communities
Grade	9
Competency Level	3
Salary	£51,356 - £56,673
Job Type	Hybrid
Location	Cunard Building/Fairfield West and Newsham Park
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To co-ordinate the delivery of the Pride in Place Programme in one of Liverpool's four designated neighbourhoods, ensuring it achieves its objectives to improve local pride, community cohesion, and place-based regeneration. The Neighbourhood Programme Manager will support the Board to develop, deliver and monitor their 10-year vision and action plan. The post-holder will co-ordinate Board meetings,

manage and deliver stakeholder and community engagement, and provide performance monitoring for the programme which will include a portfolio of projects that enhance the quality of life and improved outcomes for local people and civic pride in the designated area.

Directly Responsible For:

Not applicable

Directly Responsible To:

Programme and Accountable Body Lead – Pride in Place

Main Areas of Responsibility:

- Leadership: Coordinating activity to establish and sustain the neighbourhood board in the designated area working with the Board (including MP's, elected members, business, community and wider partners) to progress the vision and delivery of the Pride in Place programme, ensuring alignment with wider strategic objectives, funding streams and activities in the local area
- Project Management – Lead the visioning process, development and delivery of the Pride in Place 10-year vision and Delivery Plan for the neighbourhood
- Co-ordinate the development of individual projects as part of the delivery plan with relevant partners
- Stakeholder Engagement – Ensuring community engagement and the voice of local people are at the heart of the programme development and delivery including capacity building the board and ensuring community insight and accountability is built into processes

- Monitoring and Evaluation – Ensuring robust monitoring and evaluation processes are followed in line with the needs of the Board, council and central government
- Budget and Resource Management; aligning the £20 million pounds of Pride in Place funding with existing strategic funding streams, ensuring appropriate and effective allocation and spend of funds via procurement and /or grants and making appropriate use of other creative budget processes
- Manage procurements and grant funding of relevant activity in line with Accountable Body processes and conditions
- Governance and Reporting – Facilitating effective Board governance and decision making and reporting to relevant parties including LCC and MP's offices
- Support the development and implementation of a local communications plan to raise awareness of, and engagement in, the programme
- Ensure the programme adheres to good governance principles and manage registers of declarations of interest
- Manage the administration of expenses for the Board Chair and Board members in line with Accountable Body procedures

Supervision and Management Responsibility:

Not applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget

- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Working from a variety of community-based settings outside of office hours

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree, formal qualification or relevant experience in a relevant discipline (A)

Desirable

- Familiarity with funding programmes and reporting requirements
- A recognised project/programme management qualification and/or a track record of successful application of such management systems to real projects

Experience

Essential

- Proven experience in programme or project management within the public sector, regeneration or community development (A)
- Strong understanding, experience of and commitment to place-based approaches and community engagement (AI)
- A track record of working in successful partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors or health services to deliver successful project outcomes (AI)
- Ability to manage budgets and deliver projects on time and within scope (AI)

- Experience working alongside diverse communities and voluntary sector organisations in an inclusive way with impact (AI)
- Knowledge or relevant policy areas (e.g. local government, regeneration) (A)

Desirable

- Experience and a proven track record in programme management to deliver economic, capital and/or regeneration outcomes and priorities

Skills/Abilities

Essential

- Excellent written and verbal communication skills including the ability to clearly summarise or synthesise complex or lengthy documentation (AT)
- Ability to set objectives, plan and manage the use of time and resources and deliver programmes and projects within tight deadlines and budgets (AT)
- Strong negotiation, influencing and conflict resolution skills demonstrated in a demanding partnership environment (I)

Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A)
- Strong commitment to equality of opportunity, staff development and continuous improvement (I)
- Strong commitment to building a customer focussed service (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Flexibility regarding evening work and weekend work, which will be required (A)