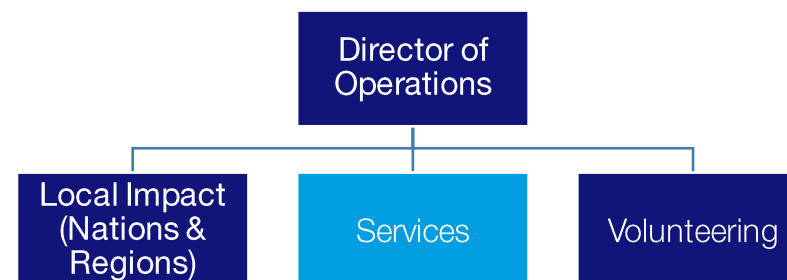


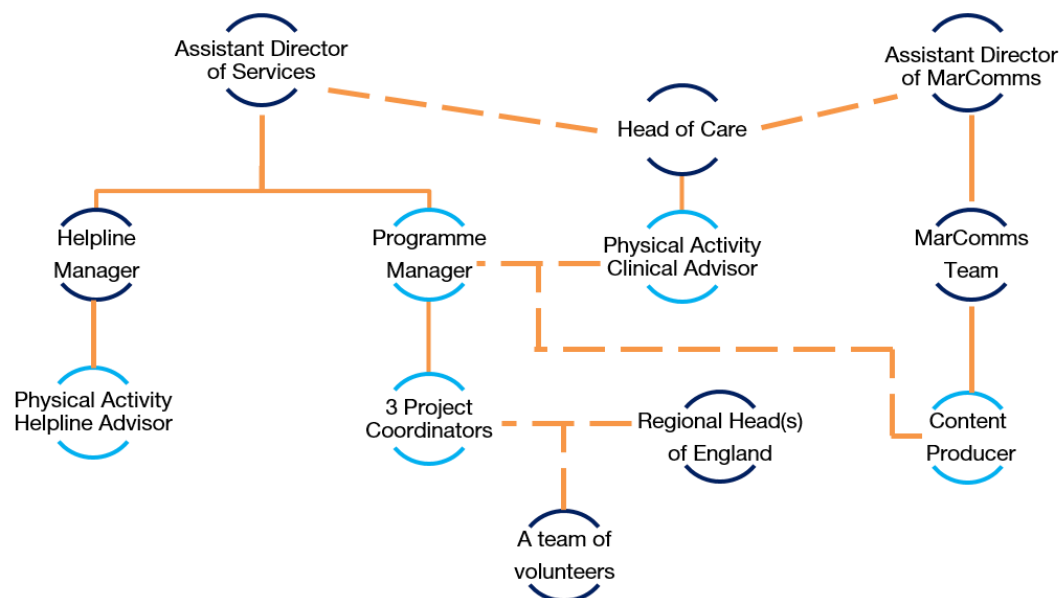
Job Title Physical Activity Programme Manager
Key focus of the role Funded by Sport England, Live Well Move More is a physical activity programme of services and support for people living with diabetes who are inactive. As programme manager you will collaborate with colleagues and community partners to test and evaluate the approaches agreed in the programme plans to engage, motivate and support people to become more active. You will gather and disseminate key findings to build the evidence base, and to improve outcomes for people living with diabetes
Key deliverables <ul style="list-style-type: none"> Delivery of programme plan with all agreed KPIs and funding requirements met Evaluation of process and impacts for people living with diabetes Transition and sustainability plan for end of the funding period
Contractual information <ul style="list-style-type: none"> Contract type: FTC from 1 September 2021 until 31 July 2022 Hours: 28 hours per week Band: 4
Key working relationships internal Live Well Move More delivery team, Programme sponsor, Living Well outcome steering group, Helpline, Philanthropy & Partnerships, Marketing & Communications, Business Partners, Care Team.
Key working relationships external Sport England, Strategic & Community Partners, Programme Advisory Group, Evaluation provider, Movement for All charities (part of the Richmond Group)

Directorate and team
This role sits in the **Services Team** in the **Operations Directorate**

Department



Job and reporting Line



All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Setting & Delivering Strategy & Objectives	Managing Resources	Making Decisions	Collaborating with Colleagues
<p>1. Oversee delivery of a robust programme plan with identified workstreams, key deliverables, milestones, KPIs and accountabilities for delivery</p> <p>2. Maintain the strategic direction and intended benefits of the programme in alignment with the agreed theory of change (S)</p> <p>3. Manage the delivery of the Community elements of the programme, delivering a range of activities directly and through community partners</p> <p>4. Keep programme delivery in alignment with the charity's strategic objectives, and as a flagship initiative for the Living Well strategic outcome</p>	<p>5. Maintain all programme documentation, including risk register, action/decisions log and stakeholder management plan (S)</p> <p>6. Manage programme budgets in line with agreed parameters, working closely with the Finance business partner</p> <p>7. Provide direct line management for the Physical Activity Project Coordinators, with regular review of objectives, KPIs, and development plans</p> <p>8. Ensure appropriate governance is in place at programme and workstream levels, with regular review of Content & Campaign and Helpline activity to ensure delivery to plan and budget</p>	<p>9. Monitor and review delivery against KPIs, adapting approaches as necessary to sustain or improve reach and impact</p> <p>10. Respond decisively to changes in Government or internal guidance around face to face and community events to ensure compliance with Covid-19 restrictions</p> <p>11. Extract and embed learnings from programme review and evaluation to inform service development in the charity (S)</p> <p>12. Convene senior expertise in the charity to agree sustainability plans for the programme post-funding</p>	<p>13. Work closely with Finance and Fundraising colleagues to maintain oversight of budgets and decisions affecting the terms of the grant funding</p> <p>14. Leverage the relationships of regional colleagues, particularly Engaging Communities colleagues, to promote the whole programme widely, identify community partners and reach target groups (S)</p> <p>15. Collaborate across Services to build ongoing supportive user journeys for people accessing programme activities</p>

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Managing & Developing Self	Making Change Happen	Managing and Developing Others	Building External Relationships
<ul style="list-style-type: none"> 1. Use strong programme management knowledge to ensure all activity is delivered in accordance with best practice 2. Be a strong team player and work effectively across teams to agree and achieve goals collaboratively (S) 3. Bring creativity and innovative thinking to your planning and delivery of programme activities 4. Show commitment to building your understanding of diabetes, health inequalities, and the importance of physical activity in controlling diabetes 	<ul style="list-style-type: none"> 5. Work effectively across Operations so colleagues understand our offer and have the tools they need to deliver it 6. Collaborate across the charity sector to build momentum around physical activity initiatives for people with long term conditions 7. Proactively seek opportunities to disseminate and promote programme learnings, for healthcare professionals and care systems 	<ul style="list-style-type: none"> 8. Provide strong and motivational leadership to the Live Well Move More delivery team, particularly through the line management of the physical activity project coordinators 9. Build a close working relationship with the sponsor and advisory group to ensure strategic oversight for the programme 10. Support and grow the involvement of people living with diabetes in the design and management of the programme and activities. 	<ul style="list-style-type: none"> 11. Act with due care and sensitivity in communications with programme funders, drawing on support of the Partnerships team as required. (S) 12. Employ strong stakeholder management skills to build relationships with strategic and community partners (S) 13. Manage external supplier relationships (eg with programme evaluators) to ensure work is briefed clearly and that delivery is on time and to a high standard of quality. 14. Represent the programme externally as appropriate

Qualifications – Qualifications you need to carry out this role

Project Management qualification (desirable)