

Job Description

Programme Manager – Office Move

FIS0718



Role Details

Reports to: Director of Finance and Information Services

Location: Central London

Hours: 21 hours a week, 9am to 5 pm, Monday, Tuesday and Thursday

Salary: £47,700

Contract type: Fixed Term to 31 October 2019

Closing date: 2 November 2018

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Programme Structure



Purpose of Role

Reporting to the Director of Finance and Information Services (programme sponsor) this role will be responsible for ensuring the smooth transition from Brooke's current office in Southwark to a new location, still to be identified.

The role holder will be pivotal in leading, coordinating and communicating the organisational plan of activities alongside external agencies to ensure the successful relocation of Brooke's UK operations.

Key Responsibilities and Duties

1. Working in collaboration with the Steering Group define the organisational requirements for the new Head Office;
2. Develop a comprehensive business case that includes a detailed project plan, a detailed budget, identification of key risks and mitigation plans for SLT and Board of Trustee approval;
3. Prepare a map of key stakeholders and proactively plan, prepare and present the objectives of the programme and progress against business case milestones;
4. Plan and implement effective communication interventions that keep staff informed and updated on the change process;
5. Lead and manage the tender process for;
 - a. appointing an office agent to help with identifying and acquiring a suitable premises;
 - b. appointing a legal firm to perform the necessary services to complete the acquisition of the new office lease;
 - c. appointing the necessary consultants and/or contractors to design and build the new office fit-out;
6. Lead and manage the selection of new offices, acquisition, fit-out and relocation process, to ensure Brooke's office move is completed on time, on budget and to specification, with minimal organisational disruption;
7. Act as the single point of contact for all third parties;
8. Support the programme sponsor with;
 - a. planning, coordinating and administration of the Steering Group
 - b. other tasks related to the overall programme delivery.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Prior experience of programme managing a similar property/office move	✓	
2	Knowledge and awareness of project management approaches and methodologies (for example, Prince2, PMD Pro, Agile Methodologies etc)	✓	
3	Ability to work across functions, teams and levels promoting collaborative working and to communicate complex issues to a diverse audience	✓	
4	Ability to influence others and to drive project teams towards meeting project milestones and targets and detect potential problems and deviations	✓	
5	Ability to identify challenges and solutions to ensure a consistent and integrated approach to development and delivery of large scale projects	✓	
6	Strong written and verbal communication skills including the production of comprehensive project reports as input to decision making processes	✓	
7	Experience of facilitating workshops and face-to-face training sessions	✓	
8	Educated to degree-level or equivalent vocational experience	✓	
9	Good understanding of relevant project cycle and change management tools and techniques	✓	
10	Excellent programme and project management skills gained within an international NGO		✓

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org