

Job Profile – Programme Manager Refugee Communities

Job Title: Programme Manager – Refugee Communities

Job Grade: Level 5 Zone 1

Salary Range: £47,575 - £55,188

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden Refugee Communities is a new team that reports to the Strategic Lead for Refugee Communities (SLRC). The team will shape and coordinate the Council's response to supporting refugee populations arriving or residing in the borough. These include but are not exclusive to Afghan and Ukrainian refugees who have arrived in the since autumn 2021. The team will have operational responsibility for the welcome and coordination function for refugees arriving in Camden while developing and delivering multiple projects which improve the lives of refugees living in the borough.

About the role

The role will provide dedicated programme management on high profile initiatives that will deliver multiple outcomes for refugee communities within the borough. You will develop strong relationships with Directors, leaders and subject matter experts across the organization to influence and enable delivery. You will be using a matrix management style to work across teams and resources internally, with Government agencies and with VCS partners.

The suitable candidate will be able to scope and develop multiple projects at pace, provide senior leaders with reports on progress and development within their services and divisions and highlight any blockages posed to delivery. The Programme Manager will be responsible for providing leadership, solving complex problems with others and providing cohesion and strategic direction for a diverse portfolio of projects.

Specific activities associated with this role include, but are not limited to:

- Maintaining a strategic view of projects within the programme, making sure they are aligned and co-ordinated to support delivery of the Council's strategic outcomes for refugee communities.
 - Establishing short and long-term programme objectives and ensuring all those working on the programme are aware of these objectives and contribute to the outcome.
 - Initiate corrective action where blockages or performance issues arise to ensure that programme deliverables are produced on time and within budget.
 - Actively engage the refugee voice and ensure that lived experience is factored into delivery.
 - Work collaboratively and effectively with others in the team or working on the programme Assigning tasks and ensuring they are completed as specified.
 - Monitoring programme risks and issues, working to resolve them wherever possible, escalating to the sponsor where required.
 - Managing interdependencies and scoping resource requirements for all projects within the defined programme while working collaboratively with other change initiatives across the Council.
 - Influence and frame the use of strategic council assets which deliver sustained improvement for refugee communities seeking to integrate within the borough.
 - Defining and managing the programme's governance arrangements, including the monitoring and reporting cycles and change controls.
 - Working closely with colleagues from Finance to provide robust cost management and accurate financial reporting to help ensure programmes deliver value for money.
 - Giving regular updates to the programme board and when required, to the Council's Directorate Management Team (DMT)
- Leading in the coordination of working groups to develop a cross-cutting understanding of the various projects and seek to help resolve any challenges regarding data and reporting.

About you

The ideal candidate will have the following core skills/experience:

- Three or more years of experience in a job requiring strong organisational and analytical skills; rigorous, data-driven decision-making; and sound business judgment.
- Experience of successful project and/or programme planning and delivery in a large organisation, interfacing frequently with

senior management.

- Good knowledge of techniques and software tools for planning, monitoring, reporting and controlling projects and programmes.
- Experience of working to deadlines and dealing with conflicting and changing priorities.
- Strong interpersonal and communication skills with senior internal and external partners.
- Strong relationship management skills, including experience of working with senior leaders, members and managing project stakeholders at all levels.
- Financial literacy, with experience of managing budgets and reporting financial outcomes.
- An ability to present complex ideas and solutions graphically, to a wide variety of audiences.
- Experience of working within local government or with refugee communities would be beneficial; interest in the sector is essential.
- An accredited project/programme management qualification such as PRINCE2 or CAPM is desirable but we value relevant experience more.

Project priorities and objectives may change rapidly as business or functional requirements evolve. Consequently, in addition to the above the candidate should possess the ability to find creative solutions to issues that jeopardize project goals or timing, working within budget and resource constraints. The applicant must also have the ability to be self-sufficient, resourceful and to demonstrate leadership.

People Management Responsibilities:

Line management of one operations coordinator (TBC)

Relationships:

Reports to Strategic Lead Refugee Communities

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,