

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Culture and Leisure Capital Programme Manager	Grade: MG1
Section: Culture and Leisure	Directorate: Environment & Community Services (ECS)
Responsible to following manager:	Responsible for following staff: Project Managers x 2
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

Richmond and Wandsworth Councils are investing over £X million in parks, leisure, and other open spaces. The Programme Manager will be responsible for ensuring that the Cultural Capital programme is delivered successfully.

This role requires strong project and people management skills, especially when working with external contractors, the leisure operator, and the Council's Design Services and Facilities Management teams. The Programme Manager will oversee the achievement of key goals, address any issues that arise, and ensure all projects remain aligned with business priorities. A key part of the role involves identifying and managing risks and dependencies, while keeping all stakeholders informed, engaged, and on track.

Specific Duties and Responsibilities

Programme planning and oversight

1. Lead the planning and reporting for the programme, including programme feasibility and scoping and effective capacity building
2. Supporting the process of programme and project prioritisation, approval and initiation, including procurement.
3. Ensure there is a clear programme structure and a logical overarching plan for the entire programme
4. Oversee the delivery of projects, track their impacts, and make sure they deliver maximum benefit
5. Coordinate internal and external communication for projects within the programme

Stakeholder engagement

6. Build and manage relationships with key stakeholders, including senior officers and elected members
7. Develop and follow a stakeholder communication plan tailored to different audiences, requiring close working relationships with programme and project sponsors
8. Keep stakeholders informed of progress, challenges, and milestones

Risk and issue management

9. Identify and manage cross-programme risks, issues, and dependencies
10. Take action to ensure that projects stay on track and meet key deadlines
11. Understand and manage risks the programme may create for the council

Support and guidance

12. Provide guidance and support to project teams on governance, management, and benefit realisation
13. Help ensure all projects follow best practices and corporate standard
14. Act as deputy to the Policy and Programme Manager when needed
15. Carry out other appropriate tasks related to the role, including supporting emergency or high-priority work

Finance and budget management

16. Oversee Cultural Capital Project budgets
17. Make sure all spending and payments are authorised, controlled, and monitored; ensuring resource limits are not exceeded and that corporate standards are adhered to throughout
18. Prepare tender documents for provision of services (including identifying and managing risks), evaluate tender submissions and letting and monitoring of contracts, reporting as necessary to the Director and Cabinet Member
19. Authorise payments and manage income and service provider (including contractor and consultant) fees
20. Manage contractors and consultants to ensure value for money and quality service delivery

Benefits realisation

21. Develop a benefits map for the programme
22. Ensure the benefits of each project are delivered and maximised

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.



Additional Information

- Must have a flexible approach to working hours including ability to work unsocial hours, as monitoring visits will at times be undertaken in evenings and at weekends.
- If applicable, a DBS check may be conducted.

Team structure

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
An understanding of the role of leisure facilities, parks and opens spaces in regeneration, economic development, investment, and planning issues in an urban/inner city area	x		A/I/T
Knowledge of programme planning processes and techniques	x		A/I/T
Knowledge of potential sources of risk and impact on programme successes	x		A/I/T
Awareness of the challenges and sensitivities involved in delivering public realm improvements in a political setting	x		A/I/T

Experience	Essential	Desirable	Assessed
Experience of identifying, monitoring and assessing benefits realisation	x		A/I
Experience of managing a variety of stakeholder groups across a complex stakeholder landscape	x		A/I
Experience of financial management, including budget planning and monitoring	x		A/I
Experience of successfully managing programme risks and issues and understanding programme dependencies	x		A/I
Confident in the use of risk and issue management tools for all project management activities	x		A/I
Experience of working with the public, the voluntary sector and with Councillors	x		A/I
Experience of managing projects to time, cost and quality requirements	x		A/I
Skills	Essential	Desirable	Assessed
Ability to work effectively and achieve results in a business planning and target oriented environment	x		I/T
Ability to organise and prioritise large volumes of work to achieve results	x		I/T
Ability to delegate and allocate work to achieve results within the Council framework of equal opportunity and Managing Diversity policies	x		I/T
Ability to present information clearly to a range of audiences, including the public, businesses, external agencies, colleagues, and councillors	x		I/T
Ability to work effectively with service managers in all departments to achieve objectives	x		I/T
Communicates progress, plans and budgets to key stakeholders alongside preparing / producing information documents and reports	x		I/T
Ability to understand the importance of high design standards and the ability to ensure these are achieved in capital projects	x		I/T

Qualifications	Essential	Desirable	Assessed
A degree or recognised project management qualification or at least 3 years of senior-level experience delivering capital projects and programmes	x		C

A – Application form / CV

I – Interview

T – Test

C - Certificate