

Job Title: Community Programme & Project Manager

Reference No:	A4185		
Service:	Communities and Neighbourhoods		
Job Family:	Project Manager	Grade:	FC10

Purpose

To lead strategic programme management and development of service delivery across a diverse portfolio of community projects and operational functions for the Council's Communities and Neighborhood's Service. This role provides strategic leadership, financial & operational oversight and partnership, and cross-service influence to improve local quality of life, health, and wellbeing.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing the development and delivery of a wide range of services and undertaking area and/or functional responsibilities for community projects.	Educated to SCQF level 9, which includes a degree or equivalent	✓	
Leading and facilitating a multi-functional team across diverse and unrelated workstreams, providing strategic direction, professional development, and performance management	Experience of translating strategy into deliverable plans (Deliver results – See 'How We Work Matters' Framework)	✓	
Lead the strategic development, ownership, and implementation of service-wide strategies (e.g. Play Space Strategy, allotment & community growing strategy), including preparing and presenting reports to Council Committees	PRINCE 2 certified	✓	
	Experience of managing conflicting demands	✓	
	Report writing/presentation skills	✓	
	Financial management skills	✓	

Role Profile

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Provide strategic programme management across a high volume of concurrent capital projects, ensuring alignment with Council priorities against delivered and realised benefits as programmes progress Leading, preparing and management of multi-million-pound budgets (Capital & Revenue), including strategic financial planning, budget profiling, forecasting and monitoring expenditure/costs, and securing external investment in line with the council financial regulations	Experience in strategic leadership, programme management, financial oversight and cross-service collaboration. Experience of driving change and implementing initiatives to deliver this in designated area Financial management skills Leadership skills IT Skills (Embrace technology and information)	✓ ✓ ✓ ✓ ✓	
Operational management of extremely large programme budgets (including capital and revenue), monitoring expenditure and costs against delivered and realised benefits as programmes progress Recommend and delivering agreed savings and efficiencies, always ensuring compliance with the Council's financial regulations Ensuring maximum efficiency in the allocation of resources and skills within the range of projects and unrelated workstream	Financial management skills Experience of managing conflicting demands Report writing/presentation skills IT Skills (Embrace technology and information)	✓ ✓ ✓	
Leading, managing and allocating the appropriate client project management teams to projects/work streams from inception to delivery and post completion including managing any issues and risks and advising on change strategies to deliver programmes/projects within parameters.	Considerable experience and proven track record of successful Programme and Project Management Experience of developing strategies and/or translating these into deliverable plans	✓ ✓	

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Engage in high-level, politically sensitive communications with elected members, communities, and external stakeholders.	Proven ability to manage complex communications and stakeholder relationships.	✓	
Exercise high levels of autonomy and initiative in resolving complex cross-service issues, often operating independently, and influencing organisational alignment.	Strong analytical, organisational and leadership skills.	✓	
Managing business partnerships, funding, and monitoring the operation of each ALEOs against the services agreements with the council and wider contribution to the councils' strategic outcome.	Knowledge of relevant legislation, public accountability and political context	✓	
	Experience of contract arrangements and statutory requirements for internal and external partners	✓	
	Business operational management skills	✓	
	Report writing and Presentation skills	✓	
Preparing, and/or checking quality control reports produced by others, for senior managers, committees, and other groups.	Analysing problems and determining creative and practical solutions.	✓	
Leading and managing a team with responsibility for the operational management, maintenance, and improvement of a wide range of functional area within the service. Managing and reducing operational risk	Financial management skills	✓	
	IT Skills (Embrace technology and information)	✓	
Recommend and delivering agreed savings and efficiencies, always ensuring compliance with the Council's financial regulations	Business operational management skills	✓	
Providing professional leadership and managing performance through team development, coaching, managing attendance and performance	Leadership and teambuilding skills within a large and complex organisation – interpreting, shaping, aligning	✓	

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as well as fostering knowledge and professional learning in wide-ranging functions for outdoor, greenspace, and climate related operations and projects	and inspiring people to achieve results		
Leading areas of service delivery with excellent customer service and in line with agreed standards and deadlines	Customer service skills (Focus on customers)	✓	
Influence decisions and policy across internal services and external bodies, managing third-party contributions to ensure collaborative delivery of strategic outcomes SEPA (Water Environment Fund), Scottish Government (Nature restoration funding) and UK Shared Prosperity and S75 contributions from developers	Experience of collaborative working, developing and maintaining effective relationships, resulting in credibility at senior level (Working together)	✓	
Responsible for securing external funding and coordinating teams to maximise opportunities to match fund council capital funding to deliver a wide range of projects	Financial management skills Customer service skills (Focus on customers)	✓	
Managing communications with all stakeholders.	Communication skills	✓	
Managing risks to programme outcomes	Experience of project management frameworks	✓	

Additional tasks or responsibilities – this is a generic role; however, this particular job may also require you to undertake the following:			
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Community Programme & Project Manager			

Role Profile

Lead authorised officer for the business client management and partnership for the ALEOs which are Fife Cultural Trust, Fife Sports and Leisure Trust, Fife Golf Trust and Fife Coast and Countryside Trust.	Experience of developing and maintaining effective relationships with Council services, partnerships, and other relevant organisations (Work together) Experience of multi-functional operational management of assets and programmes	✓ ✓	
Leadership and operational management/partnerships for several additional functions including allotments, greenspace, access, play parks and partnerships on climate related projects such as river restoration, community funding and supporting outdoor tourism projects.			
Implementing effective means of communication and problem solving, ensuring communities are involved in developing and informing service delivery, policy, and practice. Contributing to and responding to media enquiries. Including dealing with complex and controversial community, contract, and project Issues	Report writing skills Presentation skills Negotiating skill		✓
Responsible for the Health and Safety for a function within the service	Experience and understanding of Health and Safety		✓
Preparing reports and presenting at committees of the Council and other bodies as required including the provision of professional and specialist advice.			
Deputising for the managers as agreed from time to time			
Representing the Council on agreed internal and external groups or national bodies.			
Operational advice and delivery of projects to devolved and integrated approach to service programme delivery within each of the 7 committee areas			

Role Profile

Working in partnership delivering programmes and projects to enhance learning, participation and health & wellbeing activity, green access, outdoor tourism and climate/Biodiversity change projects to enhance accessible opportunities to all			
Providing leadership to the project officers and policy officer involved in the delivery of projects/programmes from different Council sections and Services			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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