

Job Description

Post Title	Programme Manager
Salary Band	As advertised
Department	Programme Delivery
Reports to	Head of Programmes
Responsible for	Preparation and delivery of programmes and events, and booking of our event support teams
Specific to the role	The role requires overnight stays to support the programmes, mostly in either Windsor Castle or Cumberland Lodge, in blocks of 2 - 4 nights totalling approximately 35 nights spread over the year
Salary	Circa £25,000 Pension match up to 5% 33 days holiday (including 8 days bank holiday)

About Windsor Leadership

Windsor Leadership is a charity, founded in 1995, which provides transformational leadership programmes for senior leaders across all sectors, including corporate, public, military, education, faith and not-for-profit.

We specialise in providing residential and online experience-led development programmes at Windsor Castle and Cumberland Lodge in Windsor Great Park. The programmes focus on facilitated learning in a peer-to-peer environment. We challenge leaders to think differently, explore their own leadership style and consider the wider impact of their leadership. Programmes range from two to five days, followed six months later by a two-day Part Two. We also run a series of themed events both face to face and online as part of our Academy offering.

The programmes challenge leaders to explore and discover their personal leadership styles and think about the key elements of leadership at the heart of business and society.

Main Duties and Responsibilities

Programme Management (residential and online)

Working as part of a team which coordinates and manages our programmes, the role involves handling all aspects of event management, from initial planning through to logistics and on-site delivery.

- This includes managing all programme administration such as:
 - Sending pre- and post-programme information to participants, including programme packs and post-event feedback
 - Liaising with speakers, Chairs and Facilitators
 - Setting up and attending briefing meetings as required
 - Managing venue relations and bookings
 - Attending and managing programmes, both online and residential, including ensuring all necessary equipment and needs are provided
 - Maintaining accurate information on the database for programme participants, speakers and team members

Programme Team Co-ordinator

Booking in and managing all the Programme Teams – the Chairs, Facilitators and Speakers.

This involves:

- Managing the relationships of our existing Programme Teams
- Booking in Chairs, Facilitators and Speakers from our database, ensuring targets are maintained
- Supporting the sourcing of, and development of new Chairs, Facilitators and Speakers
- Maintaining the Chairs, Facilitators and Speakers' reports on our database

Café (Chairs & Facilitators' Executive) Co-ordinator

Working closely with the Café Chair to sustain and develop the Café members and events.

This involves:

- Coordinating the dates, venue (if relevant), deadlines, agenda, relevant papers, on site delivery and minutes, for the quarterly Café meetings and two Café workshops/events per year
- Producing a twice-yearly Communique for all Chairs and Facilitators
- Facilitating the approach (with the Café Chair) of new members, ensuring a balance of the appropriate gender, ethnicity, background and programme level is maintained
- Participating on relevant Café project groups

Other activities: Postholders will undertake other appropriate activities and projects as may be allocated by the organisation from time to time.

Terms and conditions: This is a full-time role, subject to the normal requirements. This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties which will not change the general character of the job or the level of responsibility entailed. The position is Windsor office based plus involves travel to meetings, very occasionally out of hours. Office parking is unfortunately not available on site.

Office hours are 9.00-5.00 but the role will require overnight stays, principally at Windsor Castle and Cumberland Lodge, Windsor. Due to security requirements, the job is conditional to receiving security clearance from Windsor Castle.

Person Specification

Job Title: Programme Manager

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Strong project management and organisational skills, with the ability to apply them to multiple events and prioritise when necessary • Events administration experience • Strong verbal and written communication and interpersonal skills with the ability to confidently approach and engage with internal and external stakeholders at all levels • Enjoys relationship building • Attention to detail and high level of accuracy and methodical working • Experience of managing self in a team context and ability to develop strong relationships • Being proactive as well as reactive • Being able to critically review and manage data • MS Office, especially Word, Excel, and Adobe • Competent use of a CRM 	<ul style="list-style-type: none"> • Experience of our CRM, Salesforce, and SharePoint • Competence in online meeting platforms (Zoom, Teams etc.)

Attributes	<ul style="list-style-type: none"> • Multi-tasking • Organisation / planning • Meticulous • Personable and professional • Reliable • Team player 	
Completed by: Jo Davey	Date: March 2022	
Further information about Windsor Leadership	https://www.windsorleadership.org.uk/	

Application Process

CVs and covering email/letter to be submitted **as soon as possible**

Start Date **ASAP**