



Change our world for the better. Change yours too.

Programme Manager

Fixed term to 31 March 2025 | Salary Scale: £35,748 - £40,000 | 35 hours per week | Based
Stirling

Interested in joining us? Fantastic!

Let us tell you what we're about, what we can offer and what we're looking for.

If it sounds like you (and you like the sound of us), then tell us more about yourself: **email us your CV and attach a word document that explains why you'd like to work for us and what you can bring to the role (500 words max) we will need both by midnight 5th of November.**

But if you're not sure, talk to us anyway.

All our projects are about fulfilling potential and we feel the same about our people too. So, don't worry if you don't have everything on our wish list. Everyone brings different qualities and we just might be looking for yours.

Who we are

We're experts in helping communities live more sustainably – making social and environmental change happen, project by project, so people and our planet can thrive.

We believe powerful change can be simple to make: small steps everyone can take to make their own lives better can help our world towards a healthier, more sustainable future too.

We make that change happen project by project. Each one we run focuses on the things that matter to those they support across our core themes of Climate, Travel, Food, People, Nature and Sharing.



But we never tell anyone what to do. We meet people where they're at. We show communities what's possible. We help them figure out what works best for them. And we give them the skills and confidence they need to make good things happen.

That's how we're changing our world for the better, project by project. It's how we help people; communities and our planet thrive.

What we do: Our projects

Our projects are making change happen – showing people how to take everyday steps that help them, their communities and the planet. Whether they just need a little support or don't know where to start, we get them going and keep them moving. Our projects are inclusive, engaging, educational and fun. They let people learn, achieve and make positive change with lasting effects. Step by step. Project by project.

What we offer

We treat our people like the communities we serve: we want to help them thrive. So, we offer competitive salaries, up to 35 days leave a year including Bank and Public Holidays, and an attractive pension scheme. We're family-friendly, with generous maternity pay and family leave provision, flexible working opportunities and a commitment to helping everyone achieve the work-life balance they need. We're inclusive too, promoting diversity and prioritising equality for all. We offer professional and personal training, support volunteering and provide access to counselling services. And, of course, we have a cycle to work scheme to help you travel sustainably and stay healthy.

See the full list of staff benefits in appendix 1.0

What you'll do

As Programme Manager, you'll play a key role in realising our vision of seeing our communities, their people and our planet thrive. Reporting to our Executive Director, you'll lead and support Project Coordinators across our Climate, Food and Travel teams in achieving their objectives, on



time and within budget; and make sure they contribute to policy goals around inequality, poverty and health.

You'll also lead impact evaluation and quality management across the organisation and oversee the work of our Climate Action Hub, which supports in our region the Scottish Government's plan to create a national network of centres that help communities take climate action. You'll be based at our main Stirling offices but there will be potential for home working and some need to visit our hubs across the Forth Valley.

See the full job description in appendix 2.0

What we're looking for

We're a diverse bunch at FEL and welcome applications from people of all backgrounds. What we all have in common, though, is a commitment to changing lives and protecting the planet. So we're looking for someone with that same determination to make a difference and who shares our values too – we're grounded and practical, creative and influential, collaborative and connected.

This is a senior role at FEL so you'll need at least three years' experience of running projects, managing people and measuring the impact of your work. You'll have good knowledge and experience of the community and voluntary sectors, quality assurance processes and the climate and nature emergency. If you can add experience in financial management and volunteer supervision to that list, even better.

We'll want you to be an excellent communicator and super-organised, great at planning, managing relationships, and developing and implementing policies and procedures too. Solid IT skills and knowledge of Microsoft Office programs are another must, and you'll need to be able to work flexibly, to tight deadlines and both on your own initiative and as part of a team.

Enthusiasm and commitment are essential to every role at FEL, and we're also looking for decision makers, problem solvers and creative thinkers who are energetic, pro-active and always happy to get their hands dirty – often literally!



We expect all employees and volunteers to share FEL's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

See the full person specification in appendix 3.0

What next?

If this sounds like you – and you like the sound of us – then please apply: **email us your CV and in a word document explain why you'd like to work for us and what you can bring to the role (500 words max). We'll need your application by midnight on 5th November.**

If you'd like to chat about the role or how your skills and experience might fit, then do get in touch: email emily@felscotland.org to arrange a time to talk.

FEL is an Equal Opportunities Employer and a Registered Charity. We promote equality, diversity and inclusion in our workplace and actively encourage applicants from all backgrounds to apply for vacancies. We are particularly keen to hear from ethnically diverse and disabled candidates, who are currently under-represented in our workforce.

Appendix

1.0 Full Staff Benefits

- A competitive salary
- 20 days annual leave and 10 days paid Bank and Public holiday entitlement, to be used at individual discretion. An additional one-day annual leave is provided for each year of service, up to a maximum 5 years
- Attractive pension scheme with 5% employer contribution



- Generous Maternity Pay with company Paternity/Adoption Leave, Miscarriage, Parental Bereavement and Compassionate Leave. Maternity pay is 6 weeks full pay, 6 weeks half pay then statutory.
- A range of excellent family friendly policies, including those that promote a work life balance
- An inclusive workplace which strives for equality, diversity and inclusion for all, for example we are part of the Scottish LGBTI+ Rainbow Mark initiative.
- The potential to work in a hybrid way to support work life balance, where appropriate and meets business needs
- Flexible working hours, including support of walking meetings
- Access to personal and professional training
- A commitment to develop our workplace through quarterly team events

A wide range of employee benefits available to you:

- Access to Cycle to Work Scheme, up to the value of £1500
- Staff will be allowed up to 2 days paid leave annually, to participate in voluntary activities during working hours
- Access to counselling services to support mental health in the workplace
- Provision of quality protective clothing required for your role
- Access to professionally qualified bicycle mechanics to ensure you and your family stay cycling
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

2.0 Full Job Description

Key Role Objectives

- Directly responsible for supporting effective delivery of Climate Action Hub project.
- Directly responsible for ensuring that FEL project themes deliver maximum impact and ensuring that the quality of project delivery.



- To provide line management, support and supervision to the relevant Project Climate Coordinator. Agree operational targets and outcomes with Chief Executive and management team.
- To manage the impact of FEL project delivery, by working with Project delivery teams.
- To develop and implement policies and procedures for quality management and improvement
- To ensure that relevant regulatory requirements are met
- To develop systems of performance monitoring and impact evaluation

Key Responsibilities and Duties

- To ensure that all project reporting & funding compliance requirements are met
- To oversee team budgets, delegating responsibilities where appropriate
- To encourage and facilitate cross-team cooperation and joint working
- To support a culture of learning and reflective practice
- To lead operational change and ensure services are up to date and relevant
- To develop and implement strategies for key operational risks
- To contribute to the Strategic Planning process and wider organisational development, including development of partnerships and income-generation opportunities
- Assist FEL Development team, to support larger scale community led climate project funding
- Support the organizing of FEL events i.e. Away Days, Networking events etc
- Provide support to administration officer e.g. grant compliance documents
- Provide support to Climate Action Hub advisors and delivery partners
- Provide support in FELs' wider grant giving process

Line Management Responsibility



The Programme Manager will work collaboratively with the Project Delivery Team, Senior Management Team, and will have line management of FEL project climate coordinator and manage the impact from all FEL projects.

Organizational Responsibilities

- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Act as an ambassador for the organization
- Always promote and present the organization in a positive manner.
- Ensure consistent branding across all FEL communications.
- Provide regular appraisal of project deliverables, attend project team meeting and full team meeting, preparing feedback

3.0 Full Person Specification

Qualifications

- Three years' experience in project management, line management and impact management (E)

Knowledge/expertise

- Knowledge of the Community and Voluntary sectors (E)
- Knowledge and experience of project management, quality assurance and delivering impact. (E)
- Knowledge and experience of line managing staff. (E)
- Knowledge and experience of climate and nature emergency (E)
- Knowledge and experience of data management, including monitoring and evaluation process (E)
- Experience in financial management (D)
- Volunteer management experience (D)



Skills/abilities

- Excellent interpersonal skills (E)
- Excellent verbal and written communication and interpersonal skills (E)
- Use of Microsoft Office packages: Access; Word; Excel; Publisher and Outlook (E)
- Understanding of computer software programs and excellent IT knowledge and skills including networking, databases, email etc (E)
- Understanding of and ability to develop and work with policies and procedures of an organisation (E)
- Proven project organisational skills, planning, strong ability to multi task (E)
- An ability to prioritise, plan and organise work in a busy environment (E)
- Willingness to work flexibly in response to changing organisational requirements (E)
- Able to work under own initiative and as part of a team (E)
- Able to deliver outcomes within a timeframe (E)
- An understanding of health and safety issues in the workplace (D)
- Ability to promote services using a range of tools including web-based (E)
- Experience of monitoring & evaluation and reporting (D)
- Awareness of the provisions of the General Data Protection Regulation and be able to apply these within the organisation (D)

Personal attributes

- Enthusiasm and commitment (E)
- Excellent communicator (E)
- Able to make decisions (E)
- Problem solver with a hands-on approach (E)
- Flexibility (E)
- Energetic and proactive (E)



- Creative thinking and foresight (E)

E = Essential D = Desirable