

## Power to Change

### Job description for the role of HEAD OF PROGRAMME IMPROVEMENT

**Head of Programme Improvement**  
**Full Time Salary**

**Bristol/London/Sheffield**  
**c. £59,500 (plus £3,500 London-based)**

Power to Change is the independent charitable trust that supports community businesses in England, endowed by the Big Lottery Fund. Our vision is better places through community business. We want to back people to build successful community businesses for the benefit of their local places.

This role is part of the Power to Change Programmes team. The post holder will provide more capacity for us to proactively track trends, issues and learning from across our programme delivery, so that we can continuously improve our delivery, and contribute to sharing external learning where it's relevant to the wider sector. With a £18.4 million spend commitment for 2018, the Programmes team is responsible for delivery of high quality funding programmes to community businesses across England, as well as in our targeted sectors and places.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

**Please send CV, covering letter and optional Equality & Diversity Monitoring form to Sheena Pentin: [sheena.pentin@careers4change.com](mailto:sheena.pentin@careers4change.com)**

**Deadline for applications: 25<sup>th</sup> April, 2018**



### Who we are and what we do

Power to Change is an independent trust, whose funding is used to strengthen community businesses across England. We received a £150 million endowment in 2015 from Big Lottery Fund. At a time when many parts of the UK face cuts, neglect and social problems, we are helping local people come together to take control, and make sure their local areas survive and stay vibrant.

No one understands a community better than the people who live there. In some areas, people are already coming together to solve problems for themselves, and we support them as they run businesses which help their whole community and recycles money back into the local area. Community businesses revive local assets, protect the services people rely on, and address local needs.

### Our vision and mission

Our overall vision is to achieve '**better places through community business,**' a vision which we will deliver by pursuing our mission which is to 'back people to build successful local businesses for the benefit of their communities'. Power to Change has been established as a spend-down Trust, with the aim of significantly accelerating the growth and impact of community business in England, thereby creating a sustainable legacy of robust community businesses which endure well beyond the Trust's existence.

### Our Objectives

- **To grow the community business sector** such that there are a greater number of high impact, sustainable community businesses at the end of 10 years
- **To transform places** through the positive economic, social and environment impact of community businesses
- **To make the case** to government, business, consumers and other funders that community business is a powerful force for change such that they increase their investment in community business.

### Our values

- **Bold** We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.
- **Informed** We learn from research and from our delivery. We are responsive and adapt to what we have learned.
- **Open** We are transparent about our decision-making. We share knowledge and learning including what has not worked.
- **Collaborative** We work across sectors and respect others' knowledge and experience. We encourage others who share our vision in order to bring about change.

**We are an equal opportunities employer, Disability Confident and a Mindful Employer and welcome applications from all candidates irrespective of race, age, disability, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.**

Our colleagues are expected to:

- Positively support equality and diversity both within Power to Change and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' health and safety
- Undertake such other duties to support the team as may be requested

<b>Job Description</b>	
<b>Role Title</b>	<b>Head of Programme Improvement</b>
<b>Location</b>	Bristol/London/Sheffield
<b>Reports to</b>	Director of Programmes
<b>Direct Report</b>	Programme Improvement Officer <i>(to be recruited by new Head of Programme Improvement)</i>
<b>Role Purpose</b>	<p>Focusing on continuous improvement to PTC's funding programmes so that they are responsive to latest evidence and learning, and ensuring that decision-making is consistent and informed by learning from across programmes.</p> <p>Ensuring that data produced across programmes and through the dashboard and hypotheses is used to inform decision made by PMs, in making funding decisions and to inform strategic priorities, such as the annual business planning process.</p> <p>Supporting information literacy across the organisation through team sessions and individual support, commissioning additional training when needed</p> <p>Jointly coordinating quarterly intelligence days, with the R&amp;D Head of Impact.</p> <p>In liaison with Head of Impact, setting the scope for the Data &amp; IT Manager to produce programme reporting data metrics and agreed management reporting requirements.</p> <p>Regular dissemination of PTC's learning from its funding approaches through publication and presentations at relevant external events.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Leading PTC's work to continuously improve our funding systems and funding policies drawing on our internal funding data, external datasets and research, and feedback from the community business sector. Using this work to rapidly drive changes to our funding programme processes systems and decision-making.</li> <li>• Driving through a reporting system that enables all PTC staff to access high-quality information on our funding programmes. This will involve close collaboration with the Data and IT Manager</li> <li>• Working with the leadership team to ensure annual business planning and strategic developments are in line with learning and evidence.</li> <li>• Supporting the development of evidence and impact reporting to the Board alongside the Head of Impact.</li> </ul>



	<ul style="list-style-type: none"> <li>• Working with the Head of Open Funding and Head of Places &amp; Sectors to present regular in-depth progress reports to our Board Grants Committee. Ensuring PTC’s Oversight of funding programme reporting structures meet PTC’s internal reporting needs and those for its Board Grants Committee.</li> <li>• Responsibility for setting and updating PTC’s grants policy framework, taking into account charity law, the needs of community businesses and learning from our programmes</li> <li>• Leading a small team to support Programmes staff to meet programme improvement challenges, and to solve specific problems within programmes.</li> <li>• Leading an internal learning programme and enabling staff to use and interpret the breadth of data available from our programmes and apply it directly to their work</li> </ul>
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### Person Specification

<b>Essential Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or above</li> </ul> <p>Minimum two years:</p> <ul style="list-style-type: none"> <li>• Experience of cross-team working and driving change across teams as will involve working closely with Research &amp; Development, Programmes &amp; Finance &amp; Operations</li> <li>• Experience of large scale grant-making</li> <li>• Experience of driving continuous improvement, using data and evaluation work to refine and develop funding systems</li> <li>• Track record of innovation, challenging existing processes and ways of working with creative ideas</li> <li>• Track record of creating highly motivated and high performing teams</li> <li>• Good understanding of and, ideally, experience of working in the social enterprise and/or community business sectors</li> <li>• Track record of applying analytical thought to large volumes of data, particularly financial data, in order to distil key information, trends and learning, which can then be applied to operational change.</li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with charity law, social investment and state aid legislation and the implications for a large independent charitable trust</li> </ul>



**Remuneration  
Package**

- Salary: circa £59,500 (plus £3,500 London-based)
- Pension: Employee contribution 4% Company 5%
- Holidays: 25 days plus 8 Statutory holidays
- Hours: 9-5pm or as required to fulfil the role
- 50% off health and wellbeing activities up to £1000 a year
- Flu Injection costs
- Team away days
- Sports and social fund
- Employee Assistance Helpline
- Season ticket loan
- Birthday leave
- Childcare vouchers
- 6 days vocational training or volunteering in a community business