

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	9PE	Role Title	Holiday Activity Programme Manager
Grade	PS9	Reports to (role title)	Head of Active Communities
JE Band	314-370	Directorate / School	Adults Wellbeing and Health Partnerships
Date Role Profile was created	May-26	Service / Department	Public Health and Communities/Active Surrey
<u>Agile</u>	Information Centric	<u>DBS Requirement</u>	Enhanced with Childrens Barred List

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<p><b>Role Purpose</b> including key outputs</p>	<p>To oversee the delivery of a comprehensive Holiday Activities with Food programme across Surrey - planning delivery of and procuring meaningful holiday activity provision, including physical and other cultural activity, as well as a food element for children eligible for Free School Meal provision during main school holiday periods (Easter, Summer, Christmas).</p> <p>The role will have day-to-day operational management of the existing HAF programme in Surrey including: team management and staff task deployment; day-to-day budget monitoring; kpi reporting; steering group liaison; line management of project officers.</p> <p>Strategic direction of the programme will be coordinated by the line manager of the Programme manager (Senior Leadership team member). Whilst day-to-day budget management will sit with this role, <b>strategic oversight</b> of the budget will sit with the responsible senior leadership team member with overall responsibility for HAF.</p> <ul style="list-style-type: none"> <li>- Coordinate local training and partner convening events</li> <li>- Be responsible for any test and learn programmes to build our understanding of local need and opportunity.</li> <li>- Report to the Governance Board and DfE on impact.</li> <li>- Plan, implement and monitor the HAF programme in Surrey.</li> <li>- Maintain and grow key relationships both nationally and locally to support the delivery of the HAF programme in Surrey.</li> <li>- Maintain systems to capture data for the successful impact measurement and monitoring of the HAF programme in Surrey.</li> <li>- Manage a small team to coordinate the successful delivery of HAF in Surrey.</li> </ul>
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<p><b>Work Context</b></p>	<p>The post holder will be the consistent point of contact for a large number of key internal and external stakeholders and ensure the effective delivery of the HAF programme across Surrey complementing other existing holiday activity programmes (including Short Breaks provision, Borough/District led programmes, and commercial provision).</p> <p>Their sound knowledge, understanding and experience of holiday activity provision, allied to their empathy for partners', funders' and participants' needs, will contribute to the efficient delivery of activity to agreed standards.</p> <p>The postholder will need the ability to work across the county in a fast-moving, challenging and politically sensitive environment.</p>
<p><b>Line management responsibility</b> if applicable</p>	<p>Lead cross departmental project team, including leading of partner staff and supporting inter-agency collaboration.</p> <p>Line management of a team of officers supporting delivery.</p>
<p><b>Budget responsibility</b> if applicable</p>	<p>Direct - day to day management of circa £2 Million budget with supervision and support from senior management</p>
<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and achievement of business plans in their work area to develop and implement agreed strategy.</li> <li>• Promote and manage the delivery of the service to meet the needs of the public.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> <li>• Lead projects and reviews within a defined area of work as directed by their manager to promote engagement with the service area.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Ensure processes and systems are in place to monitor and review service delivery and achievement of agreed objectives.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Monitor and advise on budget expenditure in accordance with the organisation's policies and procedures.</li> <li>• May manage external suppliers and contracts.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• May manage a team operating in a well defined specialist area and organise deployment of staff and work and/or appropriate support for service users.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree and/or relevant professional qualification or considerable experience of working within the service area.</li> <li>• Thorough knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area.</li> <li>• Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided.</li> <li>• Ability to understand and monitor budgets in accordance with financial procedures.</li> <li>• Proven written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels.</li> <li>• Proven IT skills and able to use technology to be effective in the role.</li> <li>• Ability to prioritise and plan and make best use of personal resources in achieving performance objectives.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Able to lead team working, and use supervision to improve personal performance and practice of junior staff.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Degree level sport, physical activity or health-related qualification - or relevant work experience.</p> <p>Experience of managing large-scale, complex, multi-dimensional programmes/projects</p> <p>Strong track record in operational, day-to-day management of significant budgets</p> <p>Clear people management experience, including objective setting, performance management, and leading teams (including geographically dispersed teams where relevant)</p> <p>Excellent communication skills.</p> <p>Experience of successful partnership working, particularly with voluntary and private sector organisations.</p> <p>Good knowledge of current best practice relating to holiday activity provision.</p> <p>Ability and willingness to work flexible hours, which may include some evenings and weekends and occasional overnight stays.</p> <p>Ability to travel between sites around the county and, occasionally, the country.</p> <p>Enhanced DBS check (with children's barred list).</p>
<b>Role Summary</b>	<p>Roles at this level lead and manage the work of a team providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading on a project to promote a community/cultural activity. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan. They will work largely autonomously with access to guidance from more experienced professionals.</p>

