



Job title: Programme Manager for the Brent MyEnds Violence Reduction Programme

Responsible to: Step Up Hub CEO and Board of Trustees

Location: London Borough of Brent

Hours: Full time but will include some early evening work and occasional weekends

Status: Fixed-term contract for two years, with possibility of extension for an additional 18 months

Pay: Circa £40k depending on experience; plus 5% employer pension contribution

Additional benefits: extensive professional support from the Violence Reduction Unit (VRU)

Job reference: SUH/09

About Step Up Hub: www.stepuphub.org

About the Violence Reduction Unit: [VRU](#)

About the MyEnds Programme: [MyEnds](#)

Step Up Hub

Established in 1996, Step Up Hub is a grassroots charity in the London Borough of Brent dedicated to addressing the root causes and consequences of poverty and inequality within disadvantaged communities, especially within the global majority. It offers an array of services covering welfare, education, training and skills development, as well as on mental health, cost of living, and physical wellbeing. It adopts a whole village approach in its work and values working together to secure a shared sustainable future for all.

'I AM Brent' consortium

Step Up Hub leads a consortium, known as I AM Brent, that consists of six well-respected local charities who are working together to address the root causes and effects of violence affecting young people in the London Borough of Brent.

Programme Description

The programme is part of the Mayor of London's flagship violence reduction programme, known as MyEnds. It is a place-based violence reduction initiative that adopts a public health approach. The consortium is providing an array of positive opportunities for young people and support for families, including through tailored interventions. The programme also aims to improve statutory and voluntary organisation networks and access to referral, and to ensure the voices of young people and community members are built into provision. The work is focused on the Church Road Estate, Stonebridge Estate, St Raphael's Estate, Chalkhill Estate and Harlesden Town Centre areas.

The Role of the Programme Manager

The Programme Manager will act as the glue between consortium members and provide a key link with statutory bodies, voluntary organisations, and the community. The Programme Manager will be responsible for supporting consortium members with project deliverables where necessary, optimising the integration of provision, overseeing referrals, and brokering community partnerships. The Programme Manager will also schedule meetings and shared activities, provide secretarial support, and represent Step Up Hub and the consortium at relevant meetings.

In addition, the Programme Manager will:

- be responsible for line management of two other Step Up Hub staff members working on I AM Brent programme deliverables, a Network and Communication Lead and a Community Engagement Lead,
- manage, report on, monitor and evaluate the progress of interventions,
- report to VRU, attend VRU meetings, and cascade relevant information from the VRU to consortium members,
- be responsible for engaging stakeholders and community partners, identifying and leveraging their skills, expertise and assets, and leading on youth and community forums
- help engender an environment of trust and collaboration to support stakeholders and community partners engage positively with Step Up Hub and the consortium,
- manage a grant pot and support the delivery of small projects that are funded from it,
- work to actively promote the consortium and Step Up Hub's activities, as per the organisational guidelines, through producing publicity materials and written reports for regular newsletters and by keeping the website updated,
- coordinate and monitor project budgets, working alongside the finance officer as required,
- ensure that safeguarding is central to the service delivery and is systemically built into case

- management processes,
- ensure equality of opportunity is embedded in all service delivery by Step Up Hub and consortium partners,
 - provide secretarial services for the project steering group, progress meetings and small grants awarding panel.

The programme manager will be supported by the Step Up Hub senior leadership team and consortium partners on all aspects of programme delivery.

Person Specification

The person specification gives an indication of the skills, knowledge and experience required to carry out the job. The person specification will be used in the shortlisting and interview processes for this post. You should demonstrate in the further statement section of the application form how you meet each of the requirements listed.

Requirements

Experience	Essential	Desirable
A minimum of 3 years' experience of managing projects, activities, or services within a professional setting	✓	
Experience of planning, setting up and running a project from the outset		✓
Experience of delivering a placed-based project, with a focus on violence reduction among young people		✓
Experience of quality assurance management	✓	
Line-management experience	✓	
Experience of implementing policies and procedures	✓	

Knowledge, Skills and Ability	Essential	Desirable
Ability to organise and prioritise multiple deadlines and manage routine administrative tasks	✓	
Strong interpersonal skills at all levels with an ability to negotiate effectively across organisational boundaries	✓	
Experience of, or familiarity with, agile project delivery methods		✓
Ability to manage conflict effectively	✓	
An understanding of the voluntary and statutory networks in Brent	✓	
An awareness and understanding of Equal Opportunities, Safeguarding, Data Protection and Health & Safety	✓	

Knowledge and experience of external funding regimes for community safety including the Mayor of London's Violence Reduction Unit		✓
In-depth knowledge of the local context, including the specific challenges and opportunities within the Church Road Estate, Stonebridge Estate, St Raphael's Estate, Chalkhill Estate and Harlesden Town Centre areas		✓
Ability to work effectively in teams and alone	✓	
Ability to manage communication with stakeholders	✓	
Ability to monitor budgets	✓	
Personal Qualities	Essential	Desirable
Flexible and adaptable to new situations and able to motivate and inspire others	✓	
Able to cope under pressure and accept responsibility to meet goals	✓	
Willing and available to work outside usual office hours, including evenings and weekends	✓	
Able to assimilate and understand a large amount of information	✓	
Attention to detail and accuracy	✓	
Empathy and respect for others	✓	

The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check prior to employment.

To apply, complete an application form together with Step Up Hub's equal opportunities monitoring form and send to sham@stepuphub.org.

[Application form and equal opportunities monitoring form](#)

[Job description and personal specification](#)

The deadline for submitting your application is 1pm Wednesday 9th October 2024.

Shortlisted candidates will be interviewed on Monday 14 October 2024.

To arrange an informal chat about this role, email sham@stepuphub.org.