

Job description

Job title:	Programme Officer
Accountable to:	Programme Manager
Salary:	£40,157 per annum plus excellent benefits
Type of contract:	6-month fixed-term contract (with the potential to extend). We are open to secondments for this role
Hours per week:	Full time team members work 37.5 hours per week, and with hybrid working those hours can be done any time between 7am – 7pm. Core working hours are 10am – 3pm. For this role we would need approximately 1 day per week in the office, in line with our hybrid working framework.

The Health Foundation

The Health Foundation is an independent charity working to build a healthier UK.

Purpose of the role

The Design and Delivery Unit is responsible for leading the development and delivery of the Health Foundation's grant funding programmes within the Innovation and Improvement Directorate.

As a Programme Officer, you will be a key member of our small and highly supportive, inclusive and collaborative team, as well as the wider Innovation and Improvement Directorate.

You will work to ensure core programmes of work with frontline health and care teams are delivered to a high quality. Key responsibilities of the role include:

- Supporting the design and delivery of our practical work driving improvement in health care, working closely with the relevant Programme Manager and the rest of the team.
- Working as a member of a team to design and continuously improve processes across all our programmes.
- Working with colleagues to capture learning generated through our programmes, building strong, productive relationships with internal and external stakeholders.

Responsibilities

Supporting the design, delivery and management of programmes

Working with Programme Managers and other colleagues across the Innovation and Improvement Directorate, applying established and innovative programme management principles to ensure the design and delivery of a large and complex portfolio of activities. This will include:

- Supporting the Programme Manager to develop the overall delivery and scoping plan, including by developing timelines and project plans; planning and monitoring budgets; coordinating inputs from across the programme team and the wider organisation; and identifying and highlighting risks and potential mitigations.
- Supporting the identification and mapping of relevant stakeholders and working with colleagues to develop and build relationships.
- Working with the Communications team to ensure a smooth flow of high quality internal and external communications around our programmes and awards.
- Leading the development of application and selection materials and processes for award holders, which includes:
 - supporting the Programme Manager in designing the selection workflow
 - producing high quality and externally facing selection documentation and associated materials
 - building and testing of selection processes on our online application portal
 - providing first-line support to internal and external stakeholders regarding our online application portal
- Managing selection and assessment processes to ensure selection of high quality award holders and support partners, which includes:
 - supporting the Programme Manager and wider team to undertake an initial internal assessment of applications
 - managing and developing a network of external assessors
 - leading the organisation of shortlisting, interviews and site visits
- Actively managing and monitoring a caseload of awards and contracts, which includes:
 - preparing contracts for sign off to an agreed template and dealing with variations and contractual requirements
 - monitoring budgets, checking and confirming invoices and scheduling payments
 - liaising with award holders to understand progress and support needs
 - preparing and sharing progress updates and key learnings and impact with a variety of audiences
- Organising, managing and attending events, such as seminars, site visits and programme events, with responsibility for all practical arrangements including liaising with participants and speakers, developing materials, venue selection, catering, and ensuring overall value for money and smooth running on the day.
- Working with the Programme Manager to undertake research during the scoping and design of new funding programmes. This could include desk-based research as well as interviews or other data collection which would contribute to developing new pieces of work.

Contributing to the Health Foundation's knowledge development and information systems

- Inputting and managing data on organisation-wide systems and databases (including SharePoint and Salesforce) and acting as a source of information and advice.
- Identifying areas for improvement and driving the development of existing knowledge and information systems, especially those relevant to awards and programme management.

Working as a member of a team to provide high quality support across all our programmes

- Coordinating post-programme reviews to identify areas for improvement in our processes for future schemes.
- Developing an in-depth understanding of the Health Foundation's work, working with award holders and the Insight and Analysis team to understand challenges and successes and being confident about talking about these with external stakeholders.
- To carry out any other related duties as requested.

About the Innovation and Improvement Directorate

The Improvement Directorate is made up of around 50 people with a positive, empowering culture, an emphasis on collaborative working, and a commitment to reflection and learning.

The Directorate is made up of three teams: the Design and Delivery Unit, where this role will be based, who lead on grant funding programmes, Q, who lead a member community for health improvement professionals, and Insight and Analysis who generate insights, develop resources and disseminate learning.

The Design and Delivery Unit's funding programmes encourage innovation in health and care services, build leadership and quality improvement capability, and support proven interventions to scale. Examples of our current programmes include [Adopting Innovation](#) and [Common Ambition](#). The team works with colleagues in other departments, including Research, Insight and Analysis, and Communications, to scope new programmes and to surface and spread learning.

The post holder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.

We value equality, diversity and inclusion, and welcome applications from different backgrounds. We are also committed to making reasonable adjustments for candidates who have accessibility requirements.

Candidates should have the right to work in the UK at the time of appointment.

Person specification

	Criteria	Assessment: Application (A) Test (T) Interview (I)	Essential/ Desirable (E/D)
Behaviour	Commitment to diversity and inclusion – A commitment to diversity and inclusion in the workplace and recognising the diversity considerations for the Health Foundation’s work	A, I	E
Behaviour	Working together – Ability to build trusting, productive and collaborative relationships with colleagues and external stakeholders	I	E
Behaviour	Working together – A commitment to support the team and external stakeholders with variety of tasks, including key logistical and administrative tasks, in order to achieve desired impact of our work	A, I	E
Behaviour	Achieving impact – Ability to adapt quickly and respond positively to changing circumstances	I	E
Behaviour	Discovering and learning – Commitment to continuous personal development and growth	I	E
Behaviour	Discovering and learning – Ability to proactively solve problems	A, I	E
Knowledge and experience	Understanding of key topics in the UK health and social care sector	A, I	D
Knowledge and experience	Experience or working in / with grantmaking organisations and familiarity with related approaches and tools like Salesforce Grants Management	A, I	D
Skills and abilities	Demonstrable experience of project management, and the ability to work on multiple projects and priorities	A, I	E
Skills and abilities	Demonstrable experience of award and/or contract management	A, I	D
Skills and abilities	Strong IT skills including sound knowledge of MS Office	A, T, I	E