

Affordable Workspace Programme Manager

- Service area: Community Wealth Building
- Grade: PO8
- Reports to: Assistant Director of Affordable Workspace
- Your team: Affordable Workspace

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Key responsibilities

1. Lead the strategic development and implementation of the Affordable Workspace Programme, ensuring that it supports local entrepreneurs and small businesses through innovative, inclusive, and sustainable practices that align with the council's broader objectives.
2. Oversee the management and good governance of a diverse portfolio of affordable workspace properties ensuring financial sustainability while maximising social value through each workspace.
3. Manage a high-performing team responsible for the day-to-day operations of the programme, ensuring they work effectively across council services, community groups, and external partners to achieve programme goals.
4. Collaborate with key stakeholders, including workspace operators, council departments, and external partners, to ensure seamless programme delivery and the integration of affordable workspace objectives with broader community initiatives.
5. Ensure the delivery of all contractual obligations from workspace operators, monitor performance, and maintain relationships to drive continuous improvement and high-quality service delivery that meets both social and commercial targets.
6. Act as a key advisor to senior officers and elected members, providing expert briefings on industry innovations, policy matters, commercial practices, and regional or national impacts on workspace provision.

7. Develop and implement robust governance structures for the programme, ensuring regular monitoring, risk management, and effective decision-making processes, while coordinating Programme Board and Steering Group meetings.
8. Manage programme budgets, ensuring accurate financial forecasting, the tracking of expenditure, and corrective action, when necessary, to ensure that financial objectives are met, and the programme remains on track.
9. Oversee the operation of affordable workspaces secured through S106 agreements, managing the procurement of workspace operators, ensuring legal processes are adhered to, and coordinating the fit-out of workspaces.
10. Drive the achievement of social value commitments across all workspaces, working with internal teams and external contractors to ensure compliance with social value frameworks and regular reporting of performance metrics.
11. Provide leadership and expertise in planning, legal, and commercial matters, ensuring that affordable workspace projects comply with statutory planning, leases, and legal frameworks while delivering long-term sustainability.
12. Continuously evaluate and improve programme performance, identifying opportunities for innovation and improvements in operational efficiency, stakeholder engagement, and service delivery to ensure the programme's success and relevance to the borough's needs.

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	Educated to degree level or with a Project Management qualification, or demonstrable experience in managing projects within a programme framework, ideally in urban development, affordable workspace, or public sector initiatives.	Application/Interview

Experience

Essential criteria	Criteria description	Assessed by
E2	Technical knowledge and expertise in managing all aspects of complex, high-profile programme delivery, including contract and asset management.	Application/Interview
E3	Knowledge and experience in programme and project, business, and financial planning, along with managing interconnected projects (including governance and risk management) to achieve improved outcomes.	Application/Interview
E4	Experience in building, influencing, and negotiating with key external partners, including commercial organisations, while actively developing strong internal relationships to achieve better outcomes for residents and the council.	Application/Interview
E5	Knowledge and experience in driving continuous improvement of operational services by using evidence, benchmarking data, contract performance data (including Social Value, financial, and operational metrics), and quality management systems.	Application/Interview
E6	Proven experience in managing finances, with the ability to negotiate, create, and implement sustainable financial plans, as well as secure grant funding and explore other income opportunities.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E7	Knowledge of applying commercial approaches and principles to service and project delivery including innovative, alternative delivery models, development of financial agreements with partners and the identification of new income streams.	Application/Interview

Essential criteria	Criteria description	Assessed by
E8	Visible leadership and management skills and the ability to lead, motivate and enthuse employees whilst creating a culture in support of organisational vision, values and behaviours.	Application/Interview
E9	Excellent communication skills both oral and written with ability to influence outcomes effectively through persuasive argument.	Application/Interview
E10	Able to apply innovative, creative and lateral thinking to complex problems.	Application/Interview
E11	Ability to work within a highly pressurised environment working to sharp deadlines and to be resilient.	Application/Interview

Special requirements of the post (delete if they do not apply)

Essential criteria	Criteria description	Assessed by
E12	This role will require you to obtain an Enhanced/Standard/Basic satisfactory clearance from the Disclosure and Barring Service	Application/Interview

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

