

Job description

Senior Programme Manager, LIFT

Fixed term / secondment until June 2027

- Grade: PO8
- Reports to: Head of Inclusive Growth
- Direct reports: 6
- Your team: LIFT
- Service area: Inclusive Economy
- Directorate: Community Wealth Building

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post requires a DBS check at the appropriate level (Basic)

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

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.

Overview of the role

LIFT is a cross-borough programme delivered by Islington, Camden and Hackney councils. It

aims to support residents from underrepresented backgrounds to access careers and start businesses in growth sectors including technology, creative industries, and life sciences.

The Senior Programme Manager is responsible for the strategic leadership, delivery and ongoing development of LIFT. The postholder will ensure the programme delivers against its objectives, evolves in response to learning and stakeholder priorities, and continues to drive inclusive growth across the three boroughs.

The role combines programme leadership, partnership management, commissioning, and performance oversight. It requires strong collaboration with borough colleagues, employers, education providers and delivery partners to ensure residents can access opportunities and that local economies are more inclusive.

The programme brings together activity focused on:

- **People:** Supporting residents into skills, employment and entrepreneurship pathways
- **Place:** Strengthening local ecosystems, employer engagement and sector partnerships

Key responsibilities

- Lead the strategic development, delivery and continuous improvement of the LIFT programme across Islington, Camden and Hackney
- Ensure delivery against agreed outcomes, targets and funding requirements, with overall accountability for programme performance, reporting and governance
- Build and maintain strong cross-borough partnerships, ensuring effective collaboration and shared ownership
- Engage employers, sector partners, education providers and community organisations to align delivery with skills and recruitment needs
- Influence partners to embed inclusive approaches and new ways of working across borough systems
- Identify gaps in provision and design or commission interventions that add value and avoid duplication
- Oversee delivery partners and commissioned activity to ensure quality, impact and value for money
- Develop and maintain robust programme management systems, including performance monitoring, reporting and risk management
- Lead reporting to governance boards, senior officers and funders, and oversee evaluation activity to inform continuous improvement
- Provide leadership to a dispersed cross-borough team, ensuring clear objectives, high

performance and an inclusive team culture

- Manage the programme budget and governance arrangements, ensuring compliance and effective risk management
- Maximise programme impact by identifying opportunities, contributing to wider inclusive growth priorities, and capturing and sharing learning
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Budget responsibilities

Responsible for a budget of approx. £630k.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable –
1	Relevant qualification at degree level or equivalent, or extensive experience within the employment, skills or economic development sectors	Essential
2	Experience of managing complex, multi-partner programmes and budgets	Essential
3	Experience of delivering programmes that support inclusive growth, employment, skills or entrepreneurship	Essential
4	Experience of developing and managing relationships with employers and partners in growth sectors (e.g. technology, creative industries, life sciences), alongside an understanding of how these sectors operate	Essential
5	Strong track record of building and managing partnerships across local authorities, employers and external stakeholders	Essential
6	Experience of working effectively in a cross-organisational or cross-borough environment	Essential
7	Proven ability to lead and manage dispersed teams and delivery through others	Essential
8	Experience of commissioning services and managing delivery partners or contracts	Essential
9	Strong programme management skills, including planning, performance management, reporting and risk management	Essential
10	Ability to analyse data and use insight to inform decision-making and drive performance	Essential

11	Excellent communication and influencing skills, including the ability to engage senior stakeholders and governance boards	Essential
12	Knowledge of the local government, skills and employment landscape in London	Desirable

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.