



Job Description

Job Title	Programme Manager (Trans services)*
Salary	£31,166K per annum + pension contribution
Contract	36 hrs per week - Fixed term contract to December 2022
Location	Spectra offices in Ladbroke Grove
Reporting to	CEO, Spectra
Key Relationships	Operations Manager, Research and Performance Manager, Trans Community Development Coordinator, counsellors

* The term 'trans' is used here as an umbrella term encompassing trans, non-binary and gender diverse people.

You will be a change leader within Spectra, responsible for delivery of our 4-year programme of services for trans people funded by the National Lottery Community Fund. You will ensure we are delivering our service goals which include:

- a) Developing and managing a comprehensive programme aimed at improving the health and wellbeing of members of the trans community, including reducing isolation, improving resilience and empowerment
- b) Developing/reviewing and managing the trans services Spectra delivers (counselling, groups, workshops)
- c) Developing and delivering a new mentoring programme
- d) Reviewing and evaluating the performance and outcomes of all services
- e) Building partnerships and networks with other trans service providers, policy makers and those in positions of influence.

You will ensure we articulate, plan, implement, deliver and evaluate all trans services with key and pivotal involvement from trans people at all levels of the programme from design, delivery to evaluation using a Participatory Action Research (PAR) model.

Spectra

Spectra has a long and established history of connection and support to London's LGBTQI+ communities and addressing sexual health and well-being need within London.

1.0 Main Activities

- 1.1 Developing, leading and managing a new workplan for adult trans services for our 4-year programme.

- 1.2 Ensuring that Spectra builds sustainable working relationships with new partners and stakeholders who would be key to enabling Spectra expand and deliver on programme goals
- 1.3 Leading and coordinating initiatives that support the development of new projects that enable the Spectra to achieve better outcomes for trans individuals.
- 1.4 Supporting staff, mentors and volunteers to develop the capabilities and competencies necessary to deliver the programme ambitions through organising relevant training, management and development.

2.0 Finance & Monitoring

- 2.1 Preparing high quality progress and monitoring reports for the programme funder Big Lottery and for internal programme monitoring
- 2.2 Budget management responsibility for the programme finances.
- 2.3 Ensure service outputs and targets are met and monitor progress and performance on a quarterly basis and via monthly line management

3.0 Supervisory Responsibility

- 3.1 Line management of Participation and Empowerment Coordinator
- 3.2 Line management of sessional staff delivering trans services
- 3.3 Co-line management of Trans Counsellor with Clinical Lead (Mental Health and Well-being).

4.0 General

- 4.1 To carry out all duties with due regard to relevant legislation and guidance, Spectra's Health and Safety, Confidentiality, Data Protection, Safeguarding and Equal Opportunities policies and all other policies of Spectra.
- 4.2 To actively support Spectra's fundraising activities, including generating and implementing (as agreed with the Fundraiser) fundraising ideas and activities; supporting the completion of fundraising applications through sharing ideas and information with the fundraiser in a timely manner.
- 4.3 To actively promote Spectra, in the course of your duties, with clients, health & well-being professionals, researchers and academics and other relevant stakeholders.
- 4.4 To play an active role in being part of the wider Spectra team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate. It will also include taking a solution focused 'can do' attitude to problems or issues as they arise. To be part of a multi-disciplinary team and contribute to the overall development of services
- 4.5 Support Spectra's activities as agreed with line manager around key annual events
- 4.6 To carry out any duties appropriate to the grade as required by your line manager

Person Specification

1.0	Experience	How Measured
a)	Experience in successfully leading organisations through transformation and change projects	Form & Interview
b)	Experience in facilitating organisations to build capability and capacity to grow and develop	Form & Interview
c)	Experience in developing and delivering effective client focussed services	Form & Interview
d)	Experience of developing and/ or running a mentoring programme	Form & Interview
e)	Experience of developing participatory evaluation	Form & Interview

2.0	Knowledge	
a)	Knowledge and understanding of issues facing trans communities and individuals	Form & Interview
b)	Knowledge and understanding of trans strategic equalities	Form & Interview
c)	Knowledge and understanding of achieving successful change management and capacity building projects	Form & Interview

3.0	Skills and abilities	
a)	Strong change management and business development skills	Form & Interview
b)	Excellent project management skills	Form & Interview
c)	Strong & persuasive oral and written communication skills	Form & Interview
d)	Good networking skills with an ability to build sustainable relationships with partner organisations	Form & Interview
e)	Ability to work with a high degree of autonomy	Form & Interview
f)	Ability to think and plan strategically and proactively	Interview
g)	Have good skills in listening, empathy and an appreciation of diversity in experiences and backgrounds	Interview

4.0	Attitudes	
a)	Empathy with the vision and mission of Spectra and strong commitment to the rights of trans people	Form & Interview
b)	A willingness to learn and share learning	Interview
c)	A solution focused 'can do' approach	Form & Interview