



## Role Profile

<b>Job Title:</b> HAF Programme Manager	<b>Role Profile Number:</b> ENH189
<b>Grade:</b> Q <b>Salary:</b> £34,721 - £40,013	<b>Date Prepared:</b> July 2022
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Early Years and Childcare Sufficiency and Funding Lead
<b>Structure Chart attached:</b>	Yes

### Job Purpose

To lead the implementation and delivery of the Holiday Activities and Food programme (HAF) for Swindon, providing high quality holiday activities for eligible children and young people across Swindon in line with the requirements from the Department for Education (DfE).

To build and lead a cross sectoral boroughwide partnership to develop relationships which ensure the delivery of a high-quality programme and to provide operational leadership, influencing partners to engage in the programme and reporting to senior management of its delivery and outcomes.

### Key Accountabilities

- Be responsible for design, directing and delivery of all aspects of the Holiday Activities and Food programme ensuring that it meets the DfE national programme standards.
- Devise and implement a local plan for provision, based on local supply and demand and mapping the holiday provision to ensure; that holiday provision exists, is supporting the areas of greatest need and there is sufficient, adequate provision available across all areas for children with SEND/additional needs.
- To build a cross sectoral boroughwide partnership and steering group, managing external and internal stakeholders to create a joined-up, innovative and efficient approach (e.g. signposting, sharing resources), through building effective relationships to enhance the local programme and deliver consistently high standards of provision, ensuring key stakeholders are involved at the appropriate level/time.
- Develop, implement and manage a comprehensive programme plan, including robust governance,

risk management, quality and financial monitoring and programme monitoring.

- To be accountable for expenditure within the agreed HAF budget, including setting and monitoring budget to ensure effective spend.
- To provide leadership and line management to the HAF programme team.
- Lead on the development and consultation with HAF programme providers on programme delivery and development.
- To develop and manage the commissioning processes of existing and new providers of HAF activities in liaison with commissioners and procurement team within Swindon Borough Council, ensuring robust contract management processes are in place.
- To represent Swindon at Holiday Activities and Food programme meetings locally, regionally and nationally as required by the DfE and HAF programme requirements.
- To lead on the development and implementation of a comprehensive communications and marketing plan ensuring the programme is attractive and accessible to children, young people and families.
- To be responsible for ensuring that all HAF provision adheres to relevant policies, procedures and practices including, financial regulations, health and safety, safeguarding and, information governance.
- To lead on the development of robust quality assurance processes for the HAF programme ensuring that all provision is adequately assessed as high quality and effective resolutions are in place to mitigate where provision doesn't meet programme standards.
- To identify opportunities and develop recommendations for sustainability beyond the DfE funding life span while ensuring appropriate project closures and sharing of lessons learned, internally, with partners and with the DfE.

### **Supplementary Accountabilities**

- Carry out key accountabilities in accordance with the council's policies and procedures.
- Ensure all work is developed and implemented in accordance with equal opportunities and diversity policies including diversity impact assessments.
- Maintain expertise, skills and knowledge pertaining to specified areas of strategic and operational activity.
- Maintain expertise in and understanding of the national and local legislative and policy requirements for early education and childcare.
- Flexibility to undertake reasonable tasks within the scope of the job role across other areas of

Children's directorate as required.

**Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Substantial experience of leading, developing, managing and monitoring large scale design and delivery programmes.
- Substantial experience of developing synergies and partnerships within an organisation and with external partners in order to improve outcomes.
- Ability to lead on complex policy, strategy development and commissioning projects with a track record of delivery to time and budget.
- Experience of design, delivery and management of activity programmes for children and young people (including programmes that engage a diverse range of children and young people).
- Experience of budget management including successful resource and financial management, working with budget constraints and within defined financial procedures.
- Experience of developing comprehensive action plans that include identifying, assessing, and managing risks to the success of projects.
- Experience of management of projects across the whole of the project lifecycle, including completion of associated documentation, evaluation of performance and recommendations to improve effectiveness.
- Experience of commissioning services/activities within the Public sector context.
- Demonstrable evidence of successful innovative approaches, problem solving and effective decision-making.
- Experience and evidence of being able to influence and motivate partners to commission and or provide services in a different way in order to achieve agreed outcomes.
- Understanding and experience of commissioning including contract management and performance management in the context of bringing about change.
- Understanding and experience of using project management methodologies.
- Strong verbal and written communication skills.
- General management skills to drive services and ensure the strategic direction of the Council is effected

on a value added basis.

- A good understanding of the data and evidence base required for a strategy and the ability to demonstrate good analytical skills.
- Experience of resource management and associated accountability for cost effective outcomes.
- Demonstrable evidence of working with providers, nurturing relationships, providing challenge and promoting successful change.
- Innovative and able to recognise and develop the potential for doing things differently.

### **Qualifications**

- Degree level qualification in business, marketing and/or education.
- Substantial experience within the early years and/or education sector.
- Evidence of continuing professional development relevant to post.

### **Decision Making**

- Making decisions regarding how to interpret and best summarise information gathered.
- Can actively identify and introduce improvements linked to areas of accountability.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.

### **Creativity and Innovation**

- Ability to present information in a variety of ways.
- Is able to both support and challenge in order to help improve exceptions and bring about improvements.
- Flexibility to meet the varying demands of the role.

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• HAF team</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• N/A</li></ul>	<b>Budget Holder Responsibility</b>  <b>Asset Responsibility:</b>	Yes
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### **Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

This role will involve:

- Contact with Members, senior managers within SBC and the wider partnership including education and childcare providers, finance planning and property colleagues through meetings and project groups to ensure agreement of strategies and approaches. For example, direct contact with Head teachers, senior management team within private providers and property developers.
- The role will involve working with the ESFA, RSC, DfE, Ofsted and other Local Authorities on a National and Regional basis.
- The role will involve work with local families through focus groups, meetings and events.

**Other Key Features of the role**

- Requires use of IT, for example, word processing, report writing, e-mail.
- Requires access to mobile phone and computer/laptop (provided for work use).
- Involves lone working and travel.
- Enhanced DBS check will be essential.
- Requirement to work across wider Children’s Services directorate as appropriate.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	