

## **Programme Manager – Our Business**

**Contract:** Fixed term until 31 March 2025

**Hours:** Part time, 3 days per week (21 hours)

**Salary:** £46,173 (pro rata to 21 hours - £27,704)

**Location:** Holyoake House, Manchester

We are delighted to share this new and exciting opportunity for a Programme Manager – Our Business to join our dynamic organisation.

As the voice of the UK's co-operative movement, we empower and support co-operative enterprise with specialised knowledge and expertise, to grow the co-operative economy and create a fairer society. From football clubs and farms to convenience stores and pubs, there are more than 7,000 co-operatives in the UK, each owned and controlled by their members and based on a set of shared principles and values. By promoting shared wealth through member ownership, we are committed to enable anyone in the UK to form, or join, thriving and sustainable co-ops.

As Programme Manager for 'Our Business', you will be responsible for managing the 'Our Business' programme from inception to completion and acting as primary contact between Co-operatives UK and our partners at Greater Manchester Combined Authority (GMCA) and beyond.

As an organisation we are led by our unwavering values of solidarity, self-responsibility, equity, and honesty, therefore if you share these core values, we would be delighted to receive your application.

### **Our Business**

Our Business will be a platform (website and mobile responsive app) in which inclusively owned businesses, including as examples; social enterprises, co-ops, CICs, community businesses and family businesses can start and grow their business, access training and support and connect with other inclusively owned businesses. In addition, the platform will promote the products and services of these businesses to encourage businesses and public bodies to purchase their services and create community wealth building in Greater Manchester.

Our Business will be a consortium co-op, housed within Co-operatives UK during initial set up and development. Membership of the consortium co-op will be open, inclusive and accessible. Co-operatives UK will lead the delivery and governance of the project, utilising the model constitution of an 'unincorporated co-op' for ownership and delivery. At the end of the initial 13-month period, we anticipate that Our Business will separate from Co-operatives UK and become sustainable in its own right.

Our Business co-op will have three member types:

- Inclusive businesses in Greater Manchester.
- Public bodies and anchor institutions in Greater Manchester
- Associate members including national representative bodies that have an interest in supporting the Social Economy in Greater Manchester

Co-operatives UK has been tasked by GMCA to deliver the first phase of the Our Business project and that's where you come in. We are looking for an experienced Programme Manager to lead this important and exciting project.

## Core responsibilities

We invite all interested parties to learn more about the role and our organisation within the recruitment pack, which can be downloaded from the recruitment documents section.

- To lead on the planning, design, delivery and evaluation of the Our Business project, ensuring successful completion and delivery of the agreed project outcomes.
- To monitor and evaluate the project, delivering analysis and reports as necessary and complying with all GMCA reporting requirements, including using the GMCA's GMIT system and ensuring that the programme achieves and reports on meeting its stated target outputs and outcomes.
- To support the set up of the Our Business co-operative, ensuring that it is delivered in line with the requirements of co-operative governance and Values and Principles.
- To identify and secure a variety of funding mechanisms to support Our Business as a sustainable and independent co-operative beyond the life of the project.
- To form strategic relationships with large infrastructure bodies, recruiting them into membership of the Our Business co-operative.
- To complete the Social Value Portal reporting in line with GMCA's requirements, ensuring that the social value targets for the programme are met.
- To manage the strategic partnership between various project stakeholders, including GMCA, Co-operatives UK, the training provider, and member groups, ensuring that everyone is kept informed and updated and can work collaboratively to ensure full cohesion and successful execution of the project.
- To support the CEO in the delivery of the marketing and communications plan for Our Business, including the design and delivery of recruitment and promotion events.
- To manage the project budget, ensuring that spend remains in line with the agreed budget.
- To work closely with the Tech Manager, ensuring the effective management of the online platform (supplied by Hivebrite).
- To act as line manager to the Digital & Community Co-ordinator.

## Essential skills:

- **Project management:** Strong project management skills to oversee the delivery of the online platform and manage the triage and community process effectively.
- **Technical understanding:** A basic understanding of technology, especially in managing 'Hivebrite' online platforms, to collaborate efficiently with the Tech Lead.
- **Communication:** Excellent communication skills to liaise with the contract manager and relevant teams at GMCA, working with the Tech Manager, line management of Digital & Community Co-ordinator, and other stakeholders.
- **Strategic thinking:** Ability to align the project with broader objectives, and develop strategies for effective delivery.
- **Collaboration:** Strong collaborative skills to work closely with the Tech Manager, Digital & Community Co-ordinator, and other team members.

- **Problem-solving:** The capability to address challenges that may arise during the project and find effective solutions.
- **Leadership:** Leadership qualities to guide the team, make decisions.
- **Adaptability:** Given the complexity of the GM social ecosystem, adaptability to changing circumstances and the ability to adjust strategies accordingly.
- **Stakeholder management:** Effectively manage relationships with stakeholders, including GMCA and the social economy sector.
- **Marketing and communications:** Understanding of marketing principles to support the CEO in the platform's marketing and communication strategies.

## Benefits

At Co-operatives UK we are a mindful, inclusive, and equal opportunities employer. As an organisation that is owned and controlled by its members, we put our people at the forefront of all that we do. We offer:

- Flexible working options
- Pension scheme
- Discounted travel to work schemes
- Employee wellbeing assistance programme including free eye tests
- Personal and professional growth and development, including coaching
- Trade union

**To apply please follow our application process and complete the application form – CVs cannot be accepted:** [www.uk.coop/careers](http://www.uk.coop/careers)

**Application deadline:** Midnight, Wednesday 17<sup>th</sup> April 2024

**Interviews:** Week commencing 29<sup>th</sup> April 2024, in Manchester.