



## JOB DESCRIPTION & PERSON SPECIFICATION

### IRISi Contracts and Programme Manager

<b>Salary:</b>	£37,261 - £40,478 p.a. according to skills and experience
<b>Hours:</b>	Full-time (35 per week)
<b>Location:</b>	Home based with occasional travel to meetings in London and IRISi Bristol office
<b>Annual Leave:</b>	25 days p.a. plus 8 bank holidays plus closure over Christmas and New Year
<b>Pension:</b>	3% pension contribution (paid after three months)
<b>Probationary period:</b>	Four months
<b>Tenure:</b>	9 – 10-month contract (maternity leave cover) <b>starting in late October 2023.</b>
<b>Employer:</b>	IRISi
<b>Reporting to:</b>	Chief Executive, IRISi

#### OVERVIEW

IRISi is a social enterprise established in 2017. IRISi's vision is a world in which gender-based violence is consistently recognised as a health issue. Our mission is to promote and improve the healthcare response to gender-based violence (GBV) through health and specialist services working together. Our flagship programme is IRIS (Identification and Referral to Improve Safety). We are working towards having a suite of evidence-based health, domestic abuse and sexual violence programmes that can be commissioned locally.

#### The Role

This post is the opportunity to programme manage and ensure delivery of all our programmes of work funded via the London Violence Reduction Unit (VRU). This includes delivery of our flagship intervention, the IRIS programme, in four existing sites plus up to seven new IRIS sites in London, and the ADViSE programme for sexual health services in two areas of London. The programme of work will build on the successful delivery of the IRIS in seven boroughs programme and integrates programme management at a strategic level as well as responsibility of contract management with various violence against women and girls (VAWG) service providers and partners in London. This is a great opportunity to be part

of improving the health care response to domestic abuse and to join a small, ambitious and dedicated team at IRISi.

Our work with the VRU is expanding and so we will expect the successful candidate to work with the CEO to determine what, if any, additional programme management resource is needed, support with recruitment and line manage the successful candidate/s.

#### MAIN DUTIES AND RESPONSIBILITIES:

Building on the success of and systems developed for our previous programme of work, the postholder will:

Be the strategic lead for contract and programme management offering expertise, advice and guidance ensuring programme delivery is effective, on time and on budget

Maintain and implement a contract and programme management strategy which robustly delivers against IRISi priorities and achieves return on investment for the funders

Monitor contract compliance and manage risk effectively with a variety of specialist providers and healthcare partners

Work to promote and ensure consistency and quality are achieved across the programme of work

Work across local teams to adhere to the evidenced based frameworks for IRISi's programmes which will monitor impact and achieve outcomes

#### **Contract Management:**

Lead on contracting activity focusing on contract development as required, contract compliance and managing risk

Work closely with colleagues on finance matters related to the programme and follow the budgetary review process ensuring contracts are delivered within agreed financial envelopes and governance arrangements are in place

Ensure providers deliver to agreed quality and performance requirements

Manage the development of contracts and agreements ensuring expert legal and financial advice is secured and used as required

Follow agreed policies and frameworks, oversee relevant contracting processes for partner agencies supplying services for IRISi

Advise and liaise closely with both the IRISi CEO and Network Director on contracts and documentation that require their sign off

Work with the CEO and Network Director to ensure due processes are followed, contracts monitored, and payments released according to performance

#### **Programme management:**

Take responsibility for monitoring the overall delivery plan

Develop and manage the budgets across the programmes and funding stream, updating and reprofiling as necessary

Utilise appropriately detailed project plans and delivery processes whilst maintaining flexibility and ability to respond to emergent or changing priorities

Manage issues, risks, lessons learned appropriately for the programme and report on them

Adhere to an agreed framework of reporting on the progress against the plans to senior management

Work with the IRISi Communications Manager on a communications framework for the different stakeholder groups

Lead on proactive stakeholder management with external stakeholders and regular internal reflection in order to continuously improve delivery

Ensure the programme is cutting edge in design and contributes to wider learning for IRISi on frameworks for future programmes

### **Working Relationships and Contacts**

The post holder will be required to develop and maintain effective working relationships with colleagues in the IRISi team as well as the IRIS and ADViSE team members responsible for programme delivery on the ground based in the specialist provider organisations and health settings across all boroughs. Relationships will also need to be developed with programme funders, partner agencies and their representative bodies, statutory and third sector partners. Developing and maintaining partnerships with other organisations to further our strategic goals will be expected.

### **PERSON SPECIFICATION**

We are seeking someone with a proven track record of delivering successful programmes across the public and third sector which are innovative and meet financial and time commitments.

### **Required Competencies**

1. Experience of developing, leading and managing successful programme delivery, with particular experience of delivering complex projects involving multiple partners ideally within the charitable or not for profit sector.
2. Knowledge, understanding and experience of working within the health and the VAWG sectors or a keen interest to develop this knowledge.
3. Experience of managing contracts within a public sector setting, with third party suppliers and other service providers.
4. Good financial acumen and ability to create, manage and reprofile budgets working closely with financial team colleagues.
5. Excellent ability to build relationships with a variety of providers across both the health and VAWG sectors at all levels.
6. Demonstrable skills to influence, negotiate and resolve disputes with providers and key partners.
7. Recognised programme management qualifications (e.g. PRINCE2, Agile, Change Management) or equivalent experience
8. A commitment to quality and achieving key performance indicators.
9. Ability to work in a pressured environment and deliver priorities at pace.

10. Significant experience of working with internal teams and external stakeholders to motivate others to succeed, deliver outcomes, influence and hold them to account.
11. Strong negotiation, influencing, communication, strategic and analytical skills with the ability to work across organisational boundaries.
12. Ability to self-start and work autonomously, particularly where the context and outcomes are fluid or complex.
13. Ability to analyse multiple views and come to a decision
14. Ability to identify and evaluate risks and options and develop strategies to manage and mitigate.

### **General Responsibilities**

- To adhere to our Equity, Diversity and Inclusion policies in all activities.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

We are an inclusive organisation, committed to ensuring our Board and staff team reflect the diversity of the people we serve. We warmly encourage applications from individuals from a wide range of backgrounds and across all the protected characteristics.

To apply, please send your CV and a letter (up to two sides of A4 each) outlining why you would like the role, explaining how your skills and experience match the required competencies. Please send applications to Medina Johnson, CEO – [medina.johnson@irisi.org](mailto:medina.johnson@irisi.org)

**Application deadline: Thursday 31<sup>st</sup> August 2023**

**Interviews via TEAMS: Wednesday 6<sup>th</sup> September 2023**