



Job description

Job Title: Programme Lead (Social Inclusion)

Responsible to: Inclusion and Education Manager

Responsible for: Community Engagement Officers (Social Inclusion), Community Coaches.

Budget Responsibilities: Social Inclusion budget and projects within this.

Purpose of role:

To manage the Social Inclusion programme within the Community Trust, and to coordinate the delivery of the PL Kicks project.

Main duties and responsibilities:

- Responsible for the successful management of the Social Inclusion programme ensuring all projects within this are delivered in line with key performance indicators and on budget.
- Responsible for the successful coordination and delivery of the PL Kicks project in line with pre agreed key performance indicators.
- Management of all day to day operations within Social Inclusion programme, and other Community Trust activities alongside other Programme Leads.
- Sourcing new funding and income streams to ensure the sustainability and growth of the programme area.
- Ensure all Programme monitoring and evaluation is captured and evidenced. Using this to complete reports and to share the impact of our work.
- Manage Project Officers and delivery staff within the Programme.
- To be an ambassador of BWCT by supporting us in narrowing the gap of disadvantage within Bolton by working at the heart of the community realising potential; offering excellent customer service at all times and upholding the professional image of BWFC and BWCT.
- To represent Bolton Wanderers Community Trust at relevant activities/events.
- To perform other duties as required in line with the aims and objectives of BWCT.