



People Programme Manager

Candidate Pack

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Welcome



Thank you for your interest in the role of Programme Manager for the People Directorate at Leonard Cheshire.

We are immensely proud of our history since our founder, Leonard Cheshire took the first steps on our journey in 1948. He was a man of vision, a true pioneer, who left a legacy we continue to build on today through our frontline care and support, in residential and supported living services across the UK.

We are on a transformation journey to reshape ourselves to make an even greater impact through the support and care we provide for disabled people. Both we and the Social Care sector continue to face challenges and there will be more bumps along the way, but we are committed to transforming our organisation for the greater good of those we are here to support and serve.

This creates an exciting set of opportunities to change how we work, our systems and processes, as well as introduce new and exciting initiatives which will transform our colleague experience.

To help us achieve this and much more, we are recruiting a new role of People Programme Manager to provide the governance and leadership across a wide range of projects and initiatives. We are looking for a highly dynamic individual to bring the energy, vision and structure needed for our change and collected success.

If this opportunity excites you as it does us and it sounds like the next step in your professional journey then please read through the additional information provided in this pack and get in touch, we would love to hear from you.

Jon Forde, Executive Director People

The role

Job Description People Programme Manager

Reporting to: Executive Director People

Department: People Directorate

Purpose of the job

To plan, execute and oversee programs that will enhance the effectiveness of the People Directorate and the wider Leonard Cheshire organisation through the work of the People Directorate.

The role will work closely with multiple teams across the People directorate and more widely to develop and implement projects, strategies, and initiatives in alignment with the organisational priorities and objectives.

Key responsibilities

1. Collaborate with People Leadership Team and teams across the directorate to develop and execute strategies for programs that enhance the overall employee experience, including talent management, learning and development, employee engagement and experience and shared services.
2. Partner with cross-functional and cross team stakeholders to ensure successful project delivery, through effective programme leadership, governance, tracking, and effective and regular stakeholder communication.
3. Develop and maintain programme management tools, including trackers, delivery plans, risk registers, issue logs, stakeholder engagement plans and evaluation frameworks.
4. Monitor, track and report on progress and budgets of People projects, escalating issues and risks as appropriate in a timely and effective way. Make collective recommendations, with members of the relevant project, for corrective action or resolution.
5. Ensure compliance with relevant project standards and reporting along with regulatory requirements related to People programmes.
6. Collaborate across the People Directorate to identify areas for continuous improvement and make recommendation for process optimisation and improvements.
7. Provide guidance and mentoring to People colleagues and project teams.
8. Although a standalone role, set up and develop the People Programme Office.

The role

9. Attend project meetings, within the People Directorate and more widely as required to represent the People Directorate, cross project dependencies are understood and accounted for and ensure progress across programmes is maintained.
10. Represent the Executive Director People at project and programme meetings as required.
11. Ensure that programmes fully meet internal standards for financial planning, including budget monitoring, and contributing to funding applications as required.
12. To work within and comply with all Leonard Cheshire policies and procedures including Safeguarding, Code of Conduct and Equality Diversity and Inclusion.
13. Any other duties commensurate with the role.

Person Specification

Essential Requirements

- Demonstratable related experience in People Programme Management or relevant roles developing, implementing, and delivering People related projects.
- Demonstrated understanding of People processes and procedures with experience of developing and implementing People initiatives and strategies in a complex and evolving organisation.
- Experience in project management, including budget management, risk assessment and mitigation and timely project delivery.
- Strong analytical and problem-solving skills, with the ability to identify root causes and develop mitigation plans.
- Strong communication and engagement skills, with ability to articulate complex ideas and plans.
- Experience of working in a cross functional team and on multiple projects and with competing priorities, making effective contributions to collaborative processes and whole team events.
- Experience of developing recommendations and implementation plans.
- Self-organising and able to work on own initiative.
- Ability to travel and stay away overnight.
- To have a genuine commitment to the values and ethos of Leonard Cheshire.

To apply

Closing date for applications: Thursday 31 August 2023

Assessment Centre and Final Interviews: w/c 11 September 2023

For a confidential discussion please speak to
our recruitment partner, Faerfield Limited:

Dawn Faulkner

Senior Partner

Email: dfaulkner@faerfield.co.uk

Tel: 0121 312 3755

To apply for this role, please click [HERE](#)

History

In the Second World War Leonard Cheshire served with distinction as a bomber pilot and commanding officer in the RAF. After the war, in 1948, he invited an ex-service man, Arthur Dykes, who was terminally ill, to live at his home, Le Court in Hampshire. They became friends and Leonard personally nursed Arthur until his death. Others came to Le Court and it became the first 'Cheshire home'.

With Le Court as the blueprint, further homes in the UK were established over the following decades. The Leonard Cheshire charity is a pioneer in providing care services, not only with its homes but also in providing care in the community and through its work in other countries.

1948

First home in the UK

By 1955

5 Homes in the UK.

First overseas project (outside Mumbai, India).

By 1970

Over 50 services in the UK.

5 services in India.

Activities in 21 other countries around the world.



“

Well as the war was coming to an end, and I could see for the first time that it looked as if I was going to survive I was dominated by the thought: I'm one of the fortunate ones.

55 million people have died. That's the figure we know now. Almost all those who were on my first flying training course didn't survive. So I thought I've got something to be very thankful for.

And I thought I've got a kind of duty to those who didn't survive. Not just to go back and earn a living and have a nice life. But somehow to get involved in the struggle to help build... I don't know how to put it... A better peace. A better world.

”

Leonard Cheshire

2,264 people are supported every day through our care services

93% of services rated as 'good' or 'outstanding' by regulator

UK Community Services

We are amongst the highest rated providers of care and supported living services in the UK.

Across the UK, 93% of our services are now rated as 'good' or 'outstanding' by regulators.

- **We support 2,264 people every day through our care services**
- **We have 69 residential services (care and nursing homes)**
- **We have 56 supported living services.**

Our approach is based on the promotion of greater independence and choice for the disabled people we support. This includes use of pioneering technology that gives greater control to people, as well as driving forward improvements in care.

The needs and preferences of disabled people and commissioners are changing. We continue to explore opportunities that give disabled people greater choice in where they live and the type of support available, responding to unmet need where we can.

Technology is a powerful tool for independent living. It creates choice and opportunities in disabled people's lives that were previously unimaginable.

Using the latest assistive technology more widely at our services is an important part of our vision to change the way social care is delivered, and what good looks like.

We take great pride in living our values of 'Proud, Positive and Pioneering' every day.

People

We employ around 4,500 people across the UK, as well as having volunteers in our services. We take great pride in living our values of 'Proud, Positive and Pioneering' every day.

We were recredited through Investors in People in December 2021. Despite the enormous challenges we have faced over the past two years, the increased burden of responsibility across the organisation and the stretch from the Covid-related workload, we are delighted to have been upgraded by Investors in People to silver status. This is a remarkable achievement and a huge mark of recognition for our

wonderful managers and committed, passionate people who have continued to deliver in the most challenging of circumstances.

Finding great people to do great work for our charity continues to be critically important. We want Leonard Cheshire to be a beacon employer, championing diversity in our workforce.

Further employee networks have been launched in partnership with the Staff Association.

There are self-organised employee networks for:

- **Disabled employees**
- **Women**
- **Pride**
- **Cultural Diversity and Inclusion**

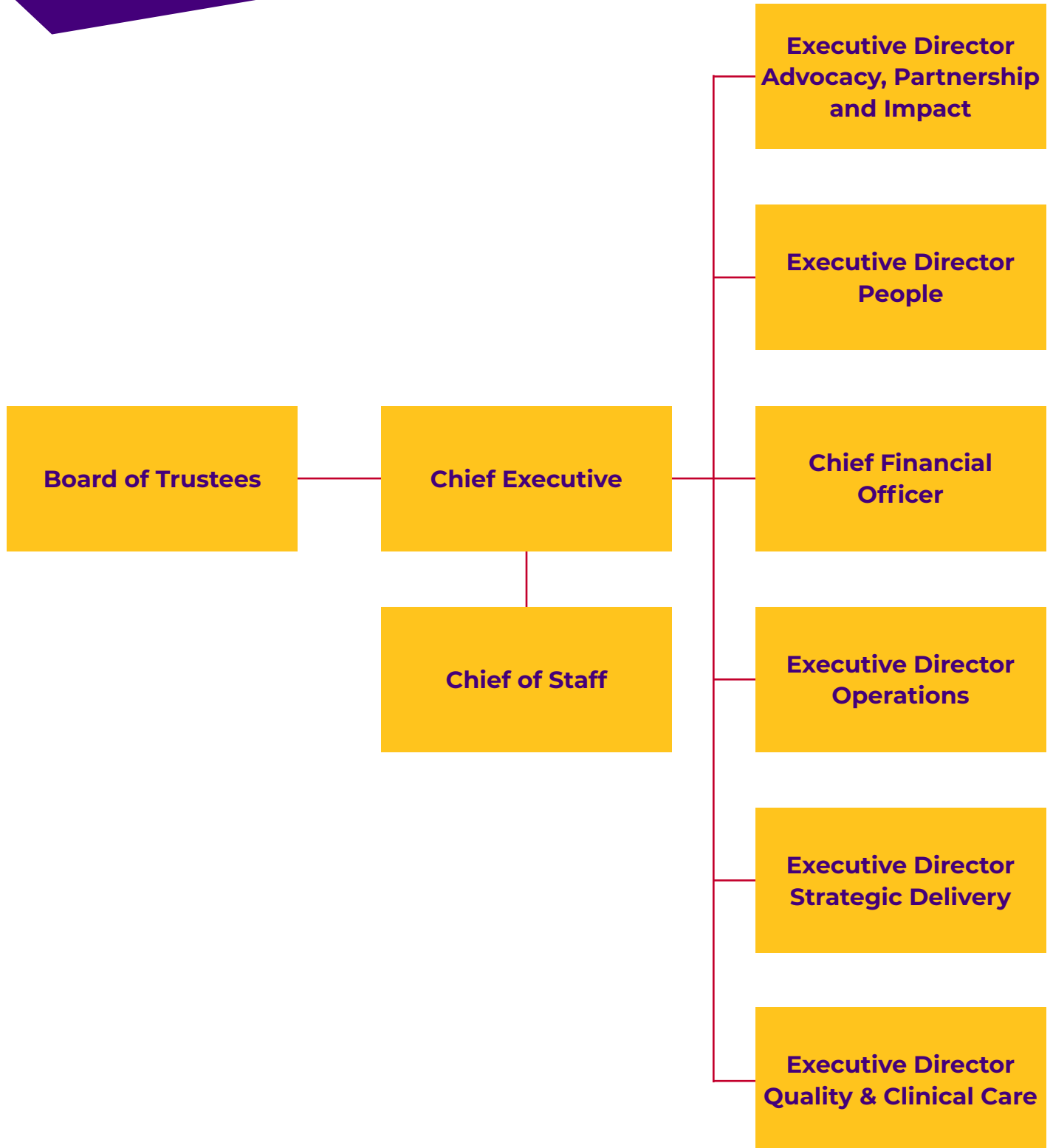
Increasing the employment and representation of disabled people across our charity is an organisational priority. This drive will be supported by our policies to give full and fair consideration to applications from disabled people, having regard to their abilities, making appropriate adjustments for our disabled colleagues and supporting their career development as we would for all of our people.

Values

VALUES	BEHAVIOURS		
POSITIVE	INFLUENTIAL: Lead by example, by demonstrating best practice in every aspect of your work	SUPPORTIVE: Encourage and support those around you to be the best they can be	COLLABORATIVE: Work closely with others to achieve remarkable results
PROUD	RESPONSIBLE: Do the right thing – put people at the heart of everything you do	INCLUSIVE: Welcome people's differences and champion their individual skills	CONNECTED: Develop relationships that extend the reach and impact of our organisation
PIONEERING	PROGRESSIVE: Always search for ways to improve – as a person, as a team and as an organisation	CHALLENGING: Always look to push boundaries, even when they seem impossible	INSPIRING: Adapt to what's ahead and inspire others to do the same

We take great pride in living our values of 'Proud, Positive and Pioneering' every day.

Executive Team



People Directorate Structure: 1 August 2023

