



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Minority Business Matters – Programme Delivery Lead Fixed term contract to 30 <sup>th</sup> April 2025
<b>Department</b>	Heart of the City
<b>iTrent</b>	77E0352/001
<b>Grade</b>	E
<b>Location</b>	Guildhall (hybrid working)
<b>Responsible to</b>	Maggie Berry, Director, Heart of the City

### **About Heart of the City**

Heart of the City is an independent charity which is housed and supported by the City of London Corporation. The team is employed by the Corporation and seconded to the charity. Heart of the City works with small and medium sized enterprises (SMEs) to help them to develop responsible and sustainable business programmes which can range from supporting their local community, to reducing their environmental impact or tackling diversity and wellbeing in the workplace.

In partnership with MSDUK, the UK's leading supplier diversity organisation, Heart of the City is currently delivering an exciting new programme. Funded by the UK government through the UK Shared Prosperity Fund, this new programme will provide solutions to challenges faced by London's ethnic minority owned SMEs and freelancers when accessing public and private sector business opportunities.

The programme combines the supply chain expertise of MSDUK with the responsible business expertise of Heart of the City and will support ethnic minority businesses in becoming supplier-ready, by embedding social value best practices into their business, products and services and connecting them to procurement opportunities.

### **Purpose of Post**

This role will be based within Heart of the City but will work closely with MSDUK to lead the successful delivery of this programme.

This role will be integral to the success of the programme by managing the relationship between Heart of the City and MSDUK, with our funder, the GLA and other key stakeholders.

The role will also manage all the financial and reporting requirements required by the funding contract.

### **Main Duties & Responsibilities**

- Lead the successful ongoing design and delivery of the new Minority Business Matters programme, ensuring effective contract and performance management.
- Manage the relationship between Heart of the City and MSDUK and have regular oversight of the delivery teams to ensure successful partnership working.
- Lead on contract management, effectively managing the relationship with our funder, including management of the monitoring and evaluation requirements of the GLA.
- Ensure effective performance management of the programme, by creating and implementing an evaluation framework.
- Manage the ongoing monitoring and evaluation of the programme, analyse performance trends, and take corrective action when required.
- Work with our Operations Officer to closely manage and monitor the finances of the programme.
- Work closely with our Marketing and Communications Manager and manage suppliers to support the communications and marketing of the programme – to help engage key audiences, including ethnic minority owned businesses, local authorities, procurement teams in larger organisations and other key stakeholders.
- Contract, onboard and manage relationship with suppliers to ensure the success of the programme.
- Manage relationships with other external partners to ensure the success of the programme.
- Represent Heart of the City and MSDUK at external events and steering groups
- Provide support to the delivery teams when needed to ensure the smooth running of programme events, such a roadshows, roundtable events and learning workshops.

### **Other**

- To be available to work outside of normal working hours in order to attend events (in-person or virtual) .
- To attend regular external meetings (in-person or virtual).

- To undertake any other duties and responsibilities commensurate with the grade and responsibilities of this post, and as directed from time to time by the Director, the Head of Programmes and the Head of External Engagement and Business Development.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

<b>PERSON SPECIFICATION</b>	
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Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

### **Professional Qualifications / Relevant Education & Training**

- A degree level qualification, or equivalent relevant experience. **(A,I)**

### **Experience Required**

- Experience of ongoing design and development of services that are informed by the beneficiary voice. **(A,I)**
- Experience of managing a multi stakeholder programme is essential. **(A,I)**
- Experience of drawing together varied partners to work towards aligned goals. **(A,I)**
- Experience of performance management and delivering successful results on a funded programme is essential. **(A,I)**
- Experience of developing and maintaining partnerships with external organisations is essential. **(A,I)**
- Experience of managing the budget of a funded programme is desirable. **(A,I)**
- Experience of implementing and rolling out a monitoring and evaluation framework for a funded programme is desirable. **(A,I)**
- Experience of producing written reports for external stakeholders is desirable. **(A,I)**
- Experience of working in partnership with local authorities and charities is desirable. **(A,I)**

### **Technical Skills & Knowledge**

- Exceptional programme and project management skills are essential. **(A,I)**
- Exceptional stakeholder management skills are essential. **(A,I)**
- Excellent communication skills – both written and oral – are essential. **(I,T)**
- Facilitation and collaborative working skills are essential. **(A,I)**
- Proficiency in the use of all Microsoft Office systems especially Word, Excel, Teams and PowerPoint; confidence in using CRM databases (ideally Salesforce), other digital tools such as Typeform, Eventbrite and Zoom and social media platforms is essential. **(A,I)**
- An understanding of the issues facing ethnic minority owned businesses is desirable. **(A,I)**
- An understanding or interest in responsible business and sustainability issues is desirable. **(A,I)**

#### **Other Relevant Information**

- Flexible working hours will be considered.
- Some travel within London will be required.
- Hybrid working is available, with some time in the office (Guildhall, City of London) and some time working remotely.

#### **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £46,050 - £51,530 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a fixed term basis until 30<sup>th</sup> April 2025

## **Hours of Work**

Normal hours of work are 9am – 5pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11<sup>th</sup> of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

1 month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.