



**ramblers**  
at the heart of walking

## **CLIMATE CHALLENGE – PROGRAMME MANAGER**

### Job Profile

<b>Job Profile Title:</b> Climate Challenge – Programme Manager	<b>Responsible to:</b> Director of Membership and Fundraising
<b>Department:</b> Membership and Fundraising	<b>Responsible for:</b> No direct reports
<b>Contract:</b> Fixed Term to end Dec 2022 (for duration of programme)	<b>Hours:</b> Full time - 35 hours per week
<b>Band:</b> 5	<b>Location:</b> Central London (home working during lockdown)
<p><b>Context and Purpose of Role:</b></p> <p>The Ramblers requires an experienced programme manager to oversee a high profile, high impact change programme delivered through the Postcode Climate Challenge, funded by the People’s Postcode Lottery (PPL). With an overarching ambition to enable more people across Britain to feel confident to explore the outdoors on foot and connect with nature, the programme will:</p> <ol style="list-style-type: none"> <li>1. Identify the benefits, barriers and enablers to people using and enjoying the path network, to inform a new Ramblers vision for improving the path network in England and Wales.</li> <li>2. Help the Ramblers become welcoming, inclusive and relevant to all walkers across Britain, with an enhanced walking offer including the development of our led walks and self-guided walking products</li> <li>3. Deliver a People and Nature campaign, to create awareness of the Ramblers work to celebrate and protect the pleasures of walking, driving action amongst our supporters and the general public.</li> </ol> <p>The programme manager will be responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of the four projects that make up the Climate Challenge Programme, working closely with the four project leads. The programme will end by December 2022 latest.</p>	
<p><b>Key Responsibilities:</b></p> <p><b>Programme</b></p> <ul style="list-style-type: none"> <li>• To develop, implement and oversee the programme management framework across the four Climate Challenge projects, to embed excellent project management principles to maximise successful outcomes and minimise risk to the charity.</li> <li>• To provide expertise and support to the project leads</li> </ul>	

- To develop and manage detailed project plans and resources, to deliver the agreed project outputs and outcomes as defined in the approved business cases, on time within budget and scope.
- To oversee and monitor progress against operational plans including key milestones
- To coordinate communications and progress between the four project teams, managing interdependencies and risks
- To implement and oversee the programme risk management, mitigation and reporting
- To manage the programme's £2m budget and resource, across all four projects
- To provide regular programme status updates to programme board, senior leadership team, trustees and the funder
- To oversee the responsibility for third parties, including procurement of suppliers
- To implement framework for measuring and reporting project KPIs, impact measures and outcomes
- To prepare and present reports through the governance structure
- To undertake such other duties as may be reasonably required of the post holder by the Ramblers

#### **Required skills and experience**

- Proven project management skills with expert knowledge of programme and project management principles
- Ability to negotiate and influence effectively, with strong written and verbal communication skills, to influence a range of audiences and stakeholders
- Excellent relationship and conflict management, with ability to drive through a solutions-focused approach
- A team player, able to develop collaborative, strong and effective working relationships
- Experience of developing and managing robust performance indicators, measures and reporting frameworks
- An ability effectively analyse data to mitigate risk and deliver projects on time and within budget
- Budget management experience £2m+
- Ability to deliver under pressure and to tight deadlines, whilst managing multiple workstreams
- Solid organizational skills including attention to detail and multi-tasking skills
- Analytically minded professional with strong critical thinking skills and a commercial focus
- Competence in the use of digital tools including MS Office & project management tools

#### **Desirable skills and experience**

- Voluntary sector experience
- Relationship management with large funders

#### **Compensation and Benefits**

- Competitive base salary and annual incremental pay rise (post probation)
- Free Ramblers membership on joining
- Flexible working
- Pension contribution
- Season Ticket loan
- Christmas office closure

#### **Our Volunteers**

Ramblers is a member-led organisation, with the majority of work led by volunteers and staff are expected to work closely with volunteers and to manage relationships with function specific volunteers. For example, campaigns staff work with campaigning volunteers, finance staff work with finance volunteers, walking operations staff work with walk leader volunteers etc.

The details contained in the job description, particularly the key responsibilities, reflect the content of the job at the date the document was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, Ramblers will expect to revise this job description from time to time.

## INFORMATION FOR APPLICANTS

Thank you for your interest in our **Climate Challenge – Programme Manager** role. This pack tells you more about the Ramblers, how we work.

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore and encouraging everyone to get outside and discover how walking boosts your health and your happiness.

Since 1935, the Ramblers have played a crucial role in:

- establishing National Parks
- establishing the first National Trail, the Pennine Way
- protecting paths and placing them on definitive maps in England and Wales
- getting access to the countryside, including the Land Reform (Scotland) Act 2003, securing ancient freedoms and the Countryside and Rights of Way Act (2000) which opened up a million hectares of countryside in England and Wales
- helping people to go walking on friendly, group walks and with our quality library of self-guided routes.

We are as relevant today as ever before. Our programmes and activities are many and varied. We provide:

- A member app which enables members to access us wherever they are
- Self-guided routes for informal walking, including free, short routes for those new to walking
- Led group walks, including free health walks for those who need a helping hand to get started
- Outings, trips away and social events for our members
- Information and education to the public on places to walk, safety and equipment
- Advocacy and campaigning for a country designed for walking
- Monitoring and inspection of the path network and rights of access
- Maintenance and upgrading of path network

Volunteers are at the heart of everything we do. Other than small staff teams in London, Edinburgh and Cardiff, all our work is carried out by volunteers. Some 20,000 work 365 days a year, rain or shine, to deliver our mission.

## **Benefits and further information**

### **WORKING HOURS**

The working week is currently **35 hours** Monday to Friday. The Ramblers office is open between 8 and 6 – your actual start time will be discussed with your line manager, but all staff are expected to be in the office between 10 am and 4 pm. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings or weekend events. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

### **TRAVEL**

For some roles, there is a requirement to travel across the nations and to regional offices (Cardiff and Edinburgh). There may also be, on occasion, the need for overnight stays. Reasonable travel and hotel expenses may be reclaimed using the Ramblers expenses procedures

### **LEAVE**

Annual leave is 25 days per year plus paid holiday on statutory and other public holidays, this is pro rated for part time staff and staff on fixed term contracts. The Ramblers' office is closed on statutory holidays and from 24 December to 01 January inclusive. The office is also closed on 23 December when that day falls on a Monday; and on 02 January when that day falls on a Friday. You do not need to take annual leave during the Christmas closure.

### **PENSION SCHEME**

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements from April 2019, employees will see 5% of their earnings going to their workplace pension. In turn the Ramblers will be obliged to add a contribution that is the equivalent of 6% of your earnings.

In addition, the Ramblers currently offer a higher level of contributions.

### **PROBATIONARY PERIOD**

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post. At the end of this period and subject to a satisfactory performance you will be transferred to the established staff.

### **THE RAMBLERS MEMBERSHIP**

All staff on joining get free Membership of the Ramblers. This gives you access to hundreds of group led walks every week, Ramblers Routes online library as well as four issues of Walk magazine a year. In addition you will be entitled to a host of membership discounts and offers.

### **PerkBox**

All new starters on their first day have access to the Perkbox. This allows you to get great discounts from many high street and online retailers as well as having free perks. for example, a free weekly coffee from café Nero.

**PerkBox Medical**

All new starters on their first day have access to PerkBox Medical. This will allow you to make On-demand GP appointments. As well as the ability to get prescriptions and referrals.

**FLEXIBLE WORKING**

After 26 weeks' continuous service, the Ramblers will consider applications for flexible working arrangements. The Ramblers will enable as many jobs to be open to job sharing as is operationally practicable.

**SEASON TICKET LOANS AND CYCLE TO WORK**

The Ramblers operate a season ticket loan and cycle to work scheme (available after 3 months service).