

← Program Support Officer Description DRAFT V2.docx



Role Title	Pride in Place – Programme Support Officer
Reports to	Chair of Neighbourhood Board and Neighbourhood Board
Salary Grade	SCP0009 £27254 FTE 24-30 hour role depending on candidate

Role Purpose

Under the direction of the Board and the Chair of the Neighbourhood board:

1. Provide support for Holme Wood's Pride in Place board, to deliver on its neighbourhood transformation, regeneration priorities and long-term social, environmental and economic outcomes
2. Ensure the MHCLGs and the section 151 officers' procedures are followed to ensure a seamless delivery, that reports are uploaded and that funding is released as directed by the Holme Wood's Pride in Place board
3. The role holder supports the Board in efforts to build effective partnership with the Council, local businesses, community groups and residents
4. Help communicate the objectives of the board

Accountabilities

1. Support strategic leaders of the Pride in Place programme, assisting with recording achievements against long term goals, and helping to ensure all activities contribute to neighbourhood regeneration, community wellbeing and local investment outcomes.
2. Provide secretarial support to the Holme Wood Board leadership for the full 10-year Pride in Place programme. Prepare agendas, papers, performance updates and formal reports, ensuring decisions are well-informed and documented.
3. Ensure the Pride in Place Programme complies with all relevant Government guidance, particularly around eligible expenditure, output and outcome reporting, evaluation, monitoring, procurement and branding requirements.
4. Assist in the establishment and maintenance of programme management systems and procedures required to deliver the PiPP 10 Year, ensuring robust financial, output, outcome and risk tracking mechanisms are in place.
5. Prepare and submit all required financial, output, performance and impact reports to MHCLG, and Holme Wood Pride in Place board, ensuring all evidence meets audit, assurance and regulatory standards.

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7. Identify external funding and investment, including government grants, funding, strategic partnerships and private sector contributions. Gather evidence to assist with bid writing where appropriate.
8. Act as the central point of contact for all Council departments involved in PiPP delivery, including Finance, Legal, Procurement and other service areas, ensuring strong coordination and compliance across all activity.
9. Develop and maintain strong working relationships with external partners, delivery organisations, community groups, businesses and internal teams to support effective programme delivery and maximise the impact of PiPP-funded activity.
10. Work with the Council's Communications Team and external teams to promote PiPP projects, ensuring effective branding, community engagement, and awareness of opportunities across the district.
11. Ensure all financial evidence, claims, monitoring data and audit records are captured, stored and managed in a compliant, accessible and secure format.
12. Ensure full compliance with statutory, safeguarding, equality and health and safety requirements, maintaining strong assurance processes across all programme activities, delivery partners, funded projects and community organisations.
13. Assist the Chair of the board, to manage PiPP budgets, preparing forecasts, monitoring spend profiles and ensuring programmes remain on track to meet financial and performance targets.

Knowledge / Skills / Experience required

- Track record of supporting development projects and programmes.
- Experience of budget monitoring and management including keeping costs within agreed levels and of developing funding bids.
- Experience of working alongside community groups and statutory partners
- Ability to communicate effectively and with confidence both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations).
- Experienced programme coordination ability
- Strong analytical and performance reporting skills
- Ability to build trusted relationships and collaborate effectively
- Excellent written communication and reporting skills
- Financial literacy including budgeting, forecasting and VAT awareness
- Ability to plan, prioritise and meet deadlines

Structure Chart (role of direct report)

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