

Enterprise Cheshire + Warrington

Job Description	
Job Title:	Programme Manager
Reporting to:	Director of Skills and Education
Work Base:	Wyvern House, Winsford
Grade:	3.5
Reviewed/Updated:	November 2025

Main Purpose of Role:
To provide day-to-day management and leadership of all aspects of the Skills Bootcamp Programme team, ensuring the effective coordination, performance, and delivery of the programme team and achievement of all programme objectives, and to contribute to plans for the inclusion of skills bootcamps in the devolved Adult Skills Fund. The programme management function encompasses the whole project cycle including strategic positioning, programme design appraisals, contracts, claims, risk management and preparing reports to the Skills Bootcamp Steering Group and Enterprise Cheshire and Warrington (ECW) Board and Sub-committees, and Government Departments. The Programme Manager is responsible for the overall direction, development, and performance of all team members, ensuring that individual and collective outputs meet programme priorities and organisational standards. To ensure that the Skills Bootcamp programme is delivered on time, on budget, achieves the defined outcomes and meets the highest standards of public sector governance and transparency, including ensuring that the skills bootcamps deliver good value for money, and support the achievement of the Cheshire & Warrington Delivery Plan.
Key Responsibilities:
Programme Management - To provide overall leadership and day to day management of the Skills Bootcamp programme team, ensuring that individual and team outputs align with programme objectives and uphold organisational standards. - To ensure effective overall management and development of the Skills Bootcamp team. - Lead, develop and co-ordinate overall programme management and performance reporting on all aspects of the skills bootcamps programme, including: - Determining key performance indicators and annual targets against which the performance of the ECW can be measured; - Monitoring of progress of projects and the overall programme and reporting of achievements against key milestones and deliverables; - Monitoring and reporting of key financial indicators; - Risk and issue management - Oversee grant applications and approve supporting papers for consideration by the Skills Bootcamp Steering Committee, ensuring accuracy, compliance, and alignment with programme objectives. - Review and approve contracts for authorisation by the Finance and Commercial Director and monitor progress against contracts on all funded projects and others as required.

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- Oversee the processes for monthly reporting of outputs and grant claims from training providers including the development of on-line tools to facilitate data collection and validation.
- Manage the timely completion and submission of the funder's returns.
- Keep an audit trail on all projects to help ensure compliance with funders requirements and the Local Assurance Framework and, where required support the achievement of an unconditional internal audit reports.
- Liaise with ECW colleagues and Local Authorities with respect to cash receipts and payments associated with programme funding – including monthly meetings with the Accountable Body, and ECW's Finance Director and Director Skills and Education.
- Develop comprehensive plans for the 2026/27 Skills Bootcamp programme, ensuring strategic alignment with organisational priorities and funding objectives.
- Develop and co-ordinate, under the overarching strategic direction of the Director for Skills and Education, skills, education and employment programmes that consider national and local priorities.
- Contribute to the shaping of the economic strategy and development of future bids/proposals to maximise the economic opportunities for Cheshire & Warrington businesses and residents.
- To effectively monitor the programme using Verto, ECW's Project Management System, and Power BI, ensuring both tools are used appropriately to provide accurate, high-quality reporting and insights to stakeholders and the Skills Bootcamp Steering Group.

Stakeholder Engagement

- Assist the Skills and Education Director to :
 - ensure the skills bootcamp programme is informed by strong data and labour market intelligence including Lightcast and Jobs Portal
 - works with local authorities and other partners to develop the plans for the inclusion of skills bootcamps in the devolved Adult Skills Fund.
 - convene stakeholder groups as needed for skills bootcamps and the jobs portal
 - represent ECW on external boards, project teams and working groups including the development of relationships with partners, stakeholders, developers, business and investors.
 - prepare, as appropriate, papers and reports on the skills bootcamp programme for the Skills Bootcamp Steering Group and the ECW Joint Committee, or sub-boards.
 - build good relationships with ECW's partners, liaising closely with relevant Local Authority officers on areas of common interest to facilitate good information exchange.

Procurement and Commercial

- Provide technical advice to the Skills Bootcamp team on: procurement, project and programme management, risk, business case development and appraisals.
- Procure, appoint and contract manage sub-contractors for the delivery of programme as required.

Governance

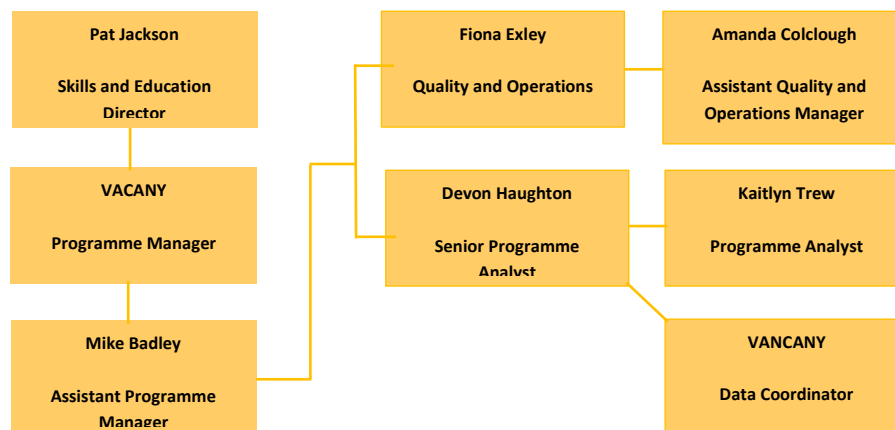
- Manage audit requirements from Accountable Body as required.

Other

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- This list is not exhaustive and includes any other duties as reasonably requested by the organisation.

Org Chart:



Reporting Lines:

- Reports to the Director Skills and Education

At a Glance Summary:

Managing Others:	Responsible for managing the work of others directly (internal or external staff e.g. consultants or contractors) and acting as their Line Manager.
Level of Responsibility:	- Business impact of role is at a strategic level. - Manages financial resources, including financial planning and forecasting, commits the business expenditure regarding commercial planning. - Required to provide strategic input to colleagues and / or clients. - Contributes directly to and / or develops the business plan for the organisation.
Specialist Knowledge:	- Able to perform a complex range of technical or professional activities within area of specialism. - The role provides a source of technical / professional knowledge and information for others. - Has a good working knowledge of the organisations procedures and management systems. - A specific professional qualification may be required for the role; or - May have considerable experience, but not necessarily a professional qualification at this level. - Has leadership experience in leading teams / others towards a set of strategic priorities.
Problem Solving & Decision Making:	- Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. - Ingenuity and sound judgement is required to ensure effective use of resources. - Decisions may on occasion need to be made without all the required information to hand. - Influences on decision making are both internal and external in scope.
Planning and Organising:	- Responsible for business outcomes and performance related to own role and area of responsibility. - Prioritises own work, and the work of others via line management responsibilities.

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	▪ Motivates and directs others towards their individual contributions and supports their development.
Communication and Influencing Others:	▪ Develops collaborative relationships across multiple environments with various stakeholders, and partner organisations. ▪ Communicates with team on a range of issues, listening to understand needs and support where required. ▪ Effectively leads their team, encouraging collaboration within the team to achieve team objectives and/or KPI's. ▪ Will influence others, outside of the parameters of the standard work environment e.g. at specific events that will result in a direct impact on business outcomes. ▪ Will regularly negotiate for services/resources with others in the organisation and / or contractors.

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Person Specification		
Specification	Essential (E) or Desirable (D)	Method of Assessment
Education & Training		
- Degree level education or above	E	Application
- Professional qualification e.g. programme management, corporate finance.	D	Application
Skills & Abilities		
- An ability to prepare and negotiate successful bids for funding and deliver programmes and projects which fulfil strategic aims and outcomes. To convert policy goals into operational methods.	E	Application Interview
- Strong interpersonal skills. Able to quickly build relationships, win and maintain the confidence of colleagues, key local and national government officials, as well as elected members.	E	Application Interview
- Excellent communication skills: the ability to engage and influence stakeholders both within government and externally and the ability to deliver clear messages;	E	Application Interview
- An ability to problem solve, manage conflicting views and opinions, reach consensus and secure support for projects.	E	Application Interview
- A proficient negotiator, able to identify issues and concerns, discern their relative importance and assess risks.	D	Interview
- A critical thinker with a strong attention to detail.	E	Interview
- An ability to work to tight deadlines, prioritise and re-prioritise according to demands.	E	Interview
- Good IT skills, particularly in Microsoft Excel, Word and Powerpoint. Including financial modelling.	E	Application Interview
Achievements and Experience		
- Considerable knowledge and extensive experience in programme and project management with proven record.	E	Application Interview

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- Experience within a multi-disciplinary working environment; budgetary and project management control of large complex programmes.	E	Application Interview
- Extensive public sector business case experience, including HMT 5 case model, social value and sustainability including a commercial understanding of funding, risk, payment, and performance issues;	D	Application Interview
- Good understanding of Public Sector procurement regulations. Experience of running procurement exercises.	D	Application Interview
Personal Attributes		
- Proactive - Resilient and Self-motivated - An ability to exercise sound judgement	D	Interview
Other Requirements		
- Hold a valid drivers' licence and access to a vehicle for business use for travel across Cheshire and Warrington.	E	Interview