

LARCH Programme Manager Candidate Pack

October 2024





Strengthening the VCSE Sector – Sharing Knowledge – Supporting you



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Welcome

Dear Potential Applicant,

Thank you for your interest in the LARCH (Local Access Redcar and Cleveland and Hartlepool) Programme Manager role at VONNE (Voluntary Organisations' Network North East).

VONNE is the North East regional infrastructure organisation supporting, championing and representing the voluntary, community and social enterprise (VCSE) sector across the North East region and promoting social action and economic growth.

- We have over 1,400 members and extensive reach through our subscribers and networks.
- We have a strong Board of Directors who collectively bring a wealth of experience and knowledge across the North East.
- We have a committed and experienced staff team.
- VONNE has built a strong reputation for expertise and quality with funders and stakeholders over its 25-year history.
- VONNE is recognised as the go to organisation for knowledge and networking the VCSE in the region.

We are seeking an individual with strong diplomacy, communication and project management skills to deliver LARCH.

We offer 25 - 28 days holiday plus Bank Holidays (pro rata), a training and personal development allowance, flexible working, Simply Health care plan and the opportunity to work in a busy yet supportive environment.

The closing date for applications is **Monday 4th November 2024 at midday**, with interviews being held on **Monday 11th November**. We are working with our recruitment partner, Jobs with Purpose, to find the right person for this role. You can contact David Robinson via email at david@jobswithpurpose.co.uk or by phone/WhatsApp 07504 102302 if you have any questions or to set up a confidential chat. To apply for this post you should forward a CV and supporting statement (of no more than 3 sides) to david@jobswithpurpose.co.uk. Your supporting statement should reflect what makes you a suitable candidate, how you meet the requirements of the Person Specification and any other supporting information relevant to the role.

If you require this pack in an alternative format, please contact us on 0191 2332000 or email recruitment@vonne.org.uk.



Martin Brookes
CEO





About VONNE

Established in 2000, we have developed and continue to maintain a strong understanding of the needs of the sector and how we can best support organisations through ongoing research and conversations.

Our unique regional position gives us the ability to pilot new projects and approaches to benefit the North East area, often working across sectors with a wide variety of partners. We apply professionalism and knowledge to all the work that we do, and we strive to be a role model for the sector and the region by championing excellence, collaboration, and social justice.

Through our work we:

- Share knowledge.
- Build partnerships and collaboration.
- Strengthen the sector.
- Give our members a collaborative voice.



VONNE'S Mission

To support the development and sustainability of a strong, effective, and well governed Voluntary, Community and Social Enterprise (VCSE) sector, and promote engagement, involvement, and collaboration with the sector as a valued partner.

VONNE's strategic aims

- To be the expert source of knowledge and intelligence on the VCSE sector in the North East with a particular focus on the existing and emerging needs of the people and communities it serves.
- To be a source of information to the VCSE sector on issues that impact upon it.
- To be a leading voice and raise the North East sector's profile.
- To support external stakeholders to effectively engage and collaborate with the VCSE community, through effective system change and new approaches.
- To support the North East VCSE sector to be effective, ambitious, and enterprising.
- To be an effective and sustainable organisation.

We facilitate networks to strengthen the VCSE sector and act as a 'connector', bringing people and organisations together to make things happen.



VONNE's values



We strive for excellence



We value transparency



Inclusivity and fairness



We encourage learning and sharing

History of VONNE

VONNE was established as a registered charity and company limited by guarantee in 2000, and it was recognised that the VCSE needed a voice and representation at every level of decision making. VONNE's region spans 12 unitary authorities, ranging from Berwick in the north to Saltburn in the south, and the Pennines in the west.

VONNE has remained both relevant and much needed throughout the ever-shifting picture of sub regional and regional arms of government and has grown in strength, adapting to the new policy environment in which it operates.

VONNE is an expert on the sector in the North East and is a credible presence, continuing to attract funding and generate new revenue streams that are aligned to our mission enabling us to maintain a healthy reserves position.

VONNE's profile is high, and our reputation remains solid both within and beyond the North East region. Information to the sector has been of a consistently high standard and VONNE's advocacy work, intelligence, and expertise on behalf of the sector continue to be well regarded.

“VONNE encourages ambition and thinking out of the box, not afraid to lead from the front if that's what's required to get something started.”



Strategic Development

Since 2019 VONNE has experienced a period of rapid growth and development; we have increased the range of partnerships, collaborations, and networks across sectors, and developed strategic relationships with key regional bodies, funders, and commissioners. We now hold numerous positions with key strategic bodies to enable us to both represent the VCSE sector and influence policy and practice.

Examples include:

- We provide learning opportunities and encourage collaboration through our [Membership+ supporter scheme](#) and CEO Peer Support Network.
- We facilitate the North East and Cumbria Funders' Network, through which we share information and support funders to collaborate and better support grant applicants.
- We support networks of Local VCSE Infrastructure Organisations (LIOs) across the region, bringing them together both to facilitate joint working, and to disseminate relevant policy information.
- In 2022 we launched the North East VCSE Policy Forum in partnership with IPPR North providing a vehicle to ensure a unified VCSE sector voice to policy makers at a local, regional, and national level.
- We have successfully ensured the sector has a voice in shaping strategies for a socially inclusive economy. Through our work representing the sector within the economic strategic partnerships in the North East we have provided a focus on the sector's role in supporting skills development, employability, NEETs, and those with multiple barriers to employment.
- VONNE has established the VCSE sector as a vital partner within both the NHS nationally and within the North East & North Cumbria Integrated Care System. We have established key partnerships supporting the health, wellbeing, and health inequalities agenda, including the North East & North Cumbria VCSE Partnership Programme ensuring the VCSE organisations representing both communities of interest and place have a voice in shaping our regional health & care system. We facilitate the Healthy Communities & Social Prescribing workstream within the North East & North Cumbria Integrated Care System and represent the VCSE



“VONNE takes the sector voice into rooms and networks where it has previously not been heard – well done, that isn't easy to achieve – keep up the good work.”

VONNE also hosts pioneering and innovative projects and partnerships supporting sector sustainability and growth such as:

- **Local Access Redcar & Cleveland and Hartlepool (LARCH)**, which is tackling localised community inequality in the Tees Valley's social economy through enterprise development support and access to blended social investment. **Digital Pathfinders**, a three-year cross sector partnership which aims to encourage digital adoption across sectors.
- **VONNE Climate Action Alliance**, which successfully secured National Lottery Community Fund and County Durham Community Foundation funding to launch the next stage of our **Going Green Together** programme. (www.goinggreentogether.org)

With the help and engagement of our Board, members, and stakeholders, VONNE will launch a refreshed strategic plan that will enable us to effectively serve and support our members and the wider VCSE sector, for the good of the North East region, our people, and communities. These aims will be in place for the next three years and lay the groundwork for the longer-term. The successful candidate will play a key role throughout this process.



Structure

In recent years we have been successful in developing and securing funding for a number of new multi-year strategic projects. In early 2022, after 2 years of significant growth, we undertook an organisational restructure to establish three core teams – Operations, Members Services and Projects and Partnerships. This exercise has enabled us to recruit additional staff and ensure adequate staff capacity across the various functions of the organisation.

You can see our [Organisational Structure here](#).



Why work for VONNE

LARCH (Local Access in Redcar & Cleveland and Hartlepool) is the third year of a multi-year programme funded by the Access Foundation and Better Society Capital. The programme has been developed to support the growth and development of the social economies in Redcar & Cleveland and Hartlepool, through an enterprise development programme and access to blended social investment. The programme manager will work closely with a range of local stakeholders to continue to deliver an innovative, strategic and locally driven programme, including an enterprise development function and blended finance. The delivery of the blended finance component of LARCH is overseen by Key Fund Investments, our social investment partners.

After a period of delivery, we have recently carried out an operational and governance review to inform future strategic delivery. This post will be responsible for the development, coordination and management of the programme going forward. Using learning from the operational and governance review as well as monitoring and evaluation, the programme manager will work with existing and new partners to drive forward the future implementation of LARCH.

The programme activities are intended to shift the culture of the organisations to become more enterprising and entrepreneurial, enabling their long-term sustainability and resilience. Programme objectives are to grow the enterprise activities of the Voluntary and Community Sector organisations and social enterprises, to create more impact and services for local people and communities that respond to local needs and to enhance the local economies of Redcar & Cleveland and Hartlepool by creating jobs, and locally grown services, products and income.

LARCH is a partnership-driven programme with local VCSE organisations and other partners heavily involved in the development and delivery of the programme. The



delivery of the programme to date has been highly successful and is framed within the vision, principles and values developed by the LARCH Partnership. The Partnership and the various structures and mechanism within it, need to evolve to respond to the work to date and the pipeline of enterprises and organisations created as a result to provide continued opportunity for local organisations to drive and influence the delivery and future development of the programme.

We are looking for an experienced and highly skilled Programme/ Project Manager with a broad range of project development and management skills and experience who can work effectively with a wide range of stakeholders to deliver the LARCH programme over the next 2 years. VONNE is the accountable body for the LARCH programme and will be the employer of this post-holder. There is the ambition for LARCH to evolve and develop longer term with the possibility that this role may continue beyond the current project timescales subject to funding.

This role is funded by Access: The Foundation for Social Investment and Better Society Capital

VONNE is a registered charity no. 1084083



Job Description

Job Title	LARCH Programme Manager
Days Worked	Full-time (5 days/37 hrs) or part-time (4 days/29.6 hrs (per week)
Salary	NCJ scale point 29 – 34 (£37,336 - £42,403) pro-rata if 4 days
Responsible to	VONNE Deputy CEO

Role Summary

An exciting opportunity has become available for a Programme Manager to work with the LARCH Partnership to deliver the LARCH programme, with a particular focus on the enterprise development programme, partnership coordination, learning & evaluation processes and legacy planning. The post holder will work closely with the LARCH Partnership to implement the programme including a recent operational and governance review to achieve the shared vision that translates the programme principles and values.

The delivery of the blended finance component of LARCH is overseen by Key Fund Investments, our social investment partners.

The position is offered as a fixed contract initially for 2 years. In order to attract the right candidate, we are offering flexibility on the hours of the role between 4 or 5 days per week.

Responsibilities

- Build relationships with key stakeholders and be a positive ambassador for the project and VONNE across the region
- Working with key partners to coordinate a programme of project activities
- Deliver and/or coordinate one to one support for project participants
- Review and redevelop the LARCH programme operational and strategic delivery plans to reflect learning from years 1 & 2 making recommendation to the Management Board
- Refine programme structures based on recommendations of recent operational review and other data sources to streamline processes and maximise outcomes for local communities
- Development of LARCH legacy options appraisal and delivery including local infrastructure to support social enterprise
- Support the continued development and coordination of the LARCH partnership structure

- To prepare reports and papers as required
- Work with local organisations, LARCH review panels and wider stakeholders to prepare enterprise development action plans and support/ grant proposals to be reviewed by Area Panels
- Organise and facilitate the LARCH Community Enterprise Forum meetings to ensure wide engagement with local organisations
- Manage the LARCH Programme Enterprise Development budget. Managing costs, contracting processes and financial reporting to the LARCH Management Board and VONNE.
- Working closely with key programme delivery partners including the Tees Foundation (grants administrator partner) and Key Fund Investments (blended finance social investment partner) on programme delivery and development and monitoring, learning and evaluation.
- Coordinate the development and delivery of learning and evaluation across the LARCH partnership. Collate regular monitoring information as required, examining, and interpreting financial, output and outcome information
- Support the communications and engagement/promotional activities of LARCH through content creation, ebulletins and social media activities.
- To develop strong links with other strategic programmes in Redcar & Cleveland and Hartlepool (and the wider Tees Valley), to maximise synergies, collaborative working opportunities and leverage of additional resources into the LARCH programme.
- Be the key contact into the Local Access learning programme, working with the other 5 Local Access areas, Better Society Capital and Access: The Foundation for Social Investment to share learning and support each other
- Work closely with a range of other local and national funders via the LARCH Funders Collaborative to present opportunities for funders to provide additional support, grant funding, repayable grants or repayable finance to organisations supported by the LARCH programme.
- Undertake the necessary administrative duties to support the LARCH Partnership in the delivery and monitoring of the programme and any other duties commensurate with the grade.



Person Specification

Essential criteria:

- A significant level of relevant experience of project or programmemanagement
- Experience of managing complex partnership programmes
- Excellent interpersonal skills and the ability to work with a wide variety of stakeholders
- Excellent written and verbal communications skills
- Ability to use and create content for a range of communication tools including website, e- bulletins and social media.
- Highly IT literate with experience of using appropriate technology includingMS Office.
- Problem solving and the ability to think innovatively to develop solutions to challenges as they arise
- Assess and collate information and data from a variety of sources, which may conflict, and requires well developed analytical and assessment skills.
- Budget and contract management
- Full driving licence or access to transport

Emotional skills

- Passion, enthusiasm, and creativity to drive forward the vision of the LARCH Programme and ensure the LARCH principles and values are central to our approach.
- Diplomacy and negotiation skills to manage complex partnership situationsand potential conflicts of interest

Organisational skills

- Excellent organisational and time management skills
- Ability to prioritise activity to meet deadlines and the needs of programme partners and participants.
- Good attention to detail, especially in the collation of information andpreparation of reports and other documents.
- Ability to work on own initiative whilst being a good team player.

Desirable criteria:

- Experience of working within or with the VCSE sector in Hartlepool, Redcar & Cleveland, or the wider Tees Valley/ North East region.
- Enterprise development experience
- Experience of coordinating enterprise development projects/ programmes.
- Enterprise development/ business support qualification
- Evidence of having completed training in equality and diversity awareness.
- Experience of CRM and data management systems, web development platforms (e.g. Webflow), and graphic design programmes (e.g. Canva).



Recruitment Timetable

Application deadline: Monday 4th November, midday

Interview Dates: Monday 11th November

We value every application and thank you for your time, effort, and interest. All applications will be acknowledged by Jobs with Purpose and responded to at each stage.



Principle Terms and Conditions

LARCH Programme Manager

Responsible to	VONNE Deputy CEO
Hours worked	We are offering this post 4 or 5 days per week. Usual working hours are Monday to Friday, 9am to 5pm, with working days to be agreed. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.
Salary	NCJ scale point 29 – 34 (£37,336 - £42,403) pro rata if 4 days
Contract	Two years, subject to a six-month probationary period
Notice	Notice to terminate employment is one month by either side (one week during the probationary period).
Annual leave	The full-time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of one day for each full year of continuous service.
Pension	VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of 5% of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location	We are based in Newcastle upon Tyne. We operate a flexible working environment, and we support blended working
Expenses	VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).
Health	VONNE staff are covered by the Simply Health Cash Plan scheme, through which employees can claim for visits to an optician, physiotherapist, chiropodist, emergency care from the dentist and more.

