



## Programme Director

### 12 Month Fixed Term Contract

### Salary: Competitive Salary

**Benefits package:** 30 days leave and up to 6% matched pension contribution after six months.

**Location:** Initially based in HQ, Andover, Hants.

**Would you like the opportunity to head up an outstanding project being responsible to the CEO in the day to day planning and execution of the DMWS Police Welfare Support Project, providing leadership and support to the DMWS National Police Bid and any subsequent service rollout.**

If the answer to this question is 'YES' then you may wish to consider taking up the challenging but rewarding role of Programme Director in an independent charitable organisation. The Defence Medical Welfare Service has nearly 75 years of experience in supporting those who serve within Defence, and that experience is now being extended to other uniformed arenas.

Key responsibilities will include the day to day programme and project management, leadership and development of the Police Welfare Support Program. Working across the whole of UK interacting with all the major police forces, to define and then deliver, the Police Welfare Support project, establishing in concert with the Director of Operations the operational teams required to deliver the service. Provide strong project leadership to internal teams, and ensure that effective management and performance systems are in place. To report to the SLT in a timely manner on the project and required work patterns for successful project completion, and to provide detailed financial planning and project P & L for the project.

For a recruitment pack please telephone 01264 774000 or download the pack from <http://www.dmws.org.uk/vacancies>. The Application Form to be completed and returned to [recruitment@dmws.org.uk](mailto:recruitment@dmws.org.uk).

DMWS is an equal opportunities employer and values diversity.

Closing Date: 10<sup>th</sup> February, 2017

Interview Date: 23<sup>rd</sup> February, 2017



## DEFENCE MEDICAL WELFARE SERVICE

### JOB DESCRIPTION

#### PROGRAMME DIRECTOR

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#### Primary Outputs

The Police Programme Director reports to the Chief Executive Officer (CEO) and is responsible for the day-to-day planning and execution of the DMWS Police Welfare Support Project. They will provide leadership and support to the DMWS National Police Bid and any subsequent service rollout.

#### Key Responsibilities

- To be responsible to the CEO in the day-to-day programme and project management, leadership and development of the Police Welfare Support Program.
- To be a full member of the Senior Management Team (SMT).
- The post holder will be required to work across the whole of the UK, interacting with all major police forces to define and then deliver the Police Welfare Support project. Establish in concert with the Director of Operations the operational teams required to deliver the service.
- To develop and maintain the strategic and then detailed plan for the delivery of the project.
- To effectively engage across all police forces to establish strong relationships with each force on behalf of DMWS. To develop specific plans for each regional rollout with the specific relevant agencies within each force.
- To provide strong project leadership to all internal teams, ensuring that effective management and performance systems are in place.
- To report and provide recommendations to the SLT on the project and required work programmes for successful project completion.
- Ensure that data collection and report requirements are in place - provide monthly internal reporting to the SMT and quarterly reporting for external stakeholders.
- To provide written evidence of effective information analysis to support strategic decision-making.
- Establish and maintain a project risk register and drive actions to address any such risks.
- To implement under the direction of the CEO the Police Welfare Project.
- To provide detail financial planning and project P&L for the Police Welfare Support project.
- To conduct project audit and quality assurance.
- To define key programme milestones and ensure achievement of them in a timely manner.

- To fully engage with the performance delivery of all DMWS aims, ethos and objectives and to embed and sustain a performance management culture across the organisation.
- Budget Management – to assist, managing and monitoring the budget for project management and resources within area of responsibility.
- To recognize the limitations of personal knowledge, skills and experience and the importance of working within the bounds of competence at all times.
- Attend key meetings as required in accordance with the police project or as agreed with the CEO to support DMWS business development and service delivery.

### Personal Characteristics

- Excellent communicator and problem solver.
- Proactive approach and ability to establish a presence in new locations
- Personal energy and resilience.
- Self-confident and motivated.
- Team Player.
- Good judgement.
- Adaptable/flexible approach to work.
- Honest and trustworthy

### Minimum Expertise

- Educated to Degree level
- Proven Track record in Project Management
- Experience in setting up new services from a standing start.
- Ability to work to corporate aims.
- Empathy with the service life environment.
- Excellent and effective verbal and written communication and interpersonal skills.
- Able to deliver interesting and impactful presentations.
- Proven IT skills including Microsoft Office, and the ability to manipulate data in Excel.
- A current full driving licence.
- Prepared to travel on a regular basis and be away temporarily.
- Prepared to undertake training to meet company and customer mandated requirements and maintain currency in personal development.

### Desired Expertise

- Candidates should be educated to a Degree Level
- A recognised Project Management qualification