

Just FACT Programme Manager



Wen.

Role	Just FACT Programme Manager – Maternity Leave Cover
Salary:	£38,085 FTE per annum, pro rata
Contract:	14-month post for 28 hours (4 days) per week, Mid November 2023 – Mid January 2025 (includes handover period with current Programme Manager at the start and end)
Location:	Based at Wen’s Shoreditch office with local travel. Options to work remotely for some of the time.
Reporting to:	Wen Co-Director, Julia Minnear
To apply:	Please complete an application form and send to jobs@wen.org.uk as well as the equal opportunities form .
Application deadline:	9am, Monday 25 th September 2023
Interviews:	Week commencing Monday 2nd October

ABOUT THE ROLE

We are looking for a highly experienced project or campaigns manager, with a strength for realising the vision of a project in a way that brings people together and builds community power to achieve real change. You will lead [Just FACT - a Just Food and Climate Transition](#), an ambitious five-year partnership programme enabling community-led climate action in our local borough of Tower Hamlets. This is an exciting opportunity for the right person to take the reins on a truly unique transformational piece of work as it heads into its fourth year.

Here at Wen we believe that food has a unique power to bring people together across difference to create positive change collectively. It creates a place where we can share knowledge, skills and gain confidence to take high impact action together as a community. Food is also at the heart of many of Tower Hamlets residents’ greatest problems, with many families unable to afford healthy enjoyable meals, and some reliant on food banks.

It is vital we do everything we can to take action to prevent a climate crisis. This project believes improving our food system will be a vital part of the solution by creating a more resilient food system that works better for the happiness, health and wellbeing of our communities, and that any action we take on climate change must have justice at its heart.

As Programme Manager you will oversee all elements of Just FACT; making sure we’re delivering on our programme aims and grant requirements, reporting effectively back to funders and looking for opportunities to maximise our impact. With the two Programme Mobilisers, you will support our inspiring network of approximately 20 programme partners. This includes supporting projects that are coming to an end in 2024, and also projects that will be just beginning – [newly funded through the Just FACT grants programme](#).

You will build effective relationships with

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- **COMMUNITY HUB PARTNERS** – delivering projects that bring local people together to learn and take action on food and climate issues, often based on estates or in community spaces.
- **COMMUNITY LAB PARTNERS** – delivering projects that model a new food system, looking at anything from farming, packaging, transporting, retailing, and how waste is managed.
- **PLATFORM & BLUEPRINT ARCHITECTS** – co-ordinated by Platform London, the '[Blueprint Architects](#)' are a group of residents that come together to research and create the Just FACT Blueprint for Tower Hamlets.
- **TOWER HAMLETS FOOD PARTNERSHIP** – co-ordinated by Wen, the [food partnership](#) brings together strategic partners who can advise the project and help take forward it's learnings to create wider change.

A key focus of the work in the 14 months will be working with partners whose projects are drawing to a close - creating case studies and finding ways of sharing their impact and learnings with others, building a compelling case for change that is rooted in grassroots action. You will work alongside key partner [Platform London](#) to find ways of sharing programme learnings to inspire and galvanise wider change, including with local decision makers and through community-led campaigns.

Key Benefits

- 25 days annual leave plus bank holidays, pro rata.
- Pension scheme, contributing 6% of salary.
- Employee Assistance Programme including free counselling sessions that is also available to a spouse and dependents between 16-24.
- Flexible and hybrid working available.
- Access to training and development opportunities.

RESPONSIBILITIES

Planning and delivery

- Take responsibility for the strategic planning, management and direction of Just FACT in the programme's fourth year.
- With the Head of Programmes, identify opportunities for funding to support emerging needs and to sustain and develop programme activity, beginning to think beyond year five.
- Ensure Just FACT is delivered in a way that works towards its overall vision and aims.
- Work closely with Platform London and other project partners to continuously review and develop how the programme is delivered to ensure impact.
- Ensure that planned activities and project outcomes are delivered successfully and on time.

Influencing

- With Platform London, further develop and deliver a campaign strategy for the programme to change our food system – rooted in recommendations from the blueprint research and evidence of grassroots action.
- Working with the Tower Hamlets Food Partnership, consider how learnings and recommendations can be integrated into action plans and used to inform local decision making.
- Identify local, national and international platforms and networks where programme learnings can be shared.
- Understand, identify and seize opportunities for high impact change.

Partnership management

- Manage relationships with the project’s evolving network of 15-20 funded partners adopting an approach of generous leadership.
- Onboard the final cohort of 5-10 partners into the programme in early 2024, who will have been awarded grants in December 2023.
- With the two Just FACT Mobilisers, ensure partners are well supported to deliver their projects including through capacity building and delivering training.
- Convene quarterly partner and network meetings to enable peer learning and co-ordination of efforts across the programme
- Build or maintain effective relationships with key stakeholders in the council, local politicians, community groups, businesses and the third sector as needed.
- Manage the relationship with the Climate Action Fund, maintaining effective communication with our grant officer.

Understanding impact and sharing learning

- Ensure that suitable monitoring and evaluation data is collected from across the programme and with partners to evidence impact, shape the programme and fulfil reporting requirements.
- Collate data from across the programme into annual progress reports back to the Climate Action Fund.
- Work with the Programme Evaluator to make sure new grantees have an evaluation plan in place that is tailored to their project and in line with the wider framework.
- Ensure effective end of project reporting from the partners finishing their projects in 2024, including the submission of impact and learning data that can be used for case studies and storytelling.
- Support the Programme Mobilisers to deliver communications plan and creatively share learnings - supporting local and national movement building.

Administration and management

- Effectively administer the Just FACT grants, ensuring compliance with grant terms and making sure there is timely payments of partner funding instalments.
- Manage the programme budget, abiding by Wen’s financial policies and procedures.

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- Line manage 3 roles; the two Programme Mobilisers and the Food Coop Strategy and Development Lead.

Other tasks

- As a participatory organisation, staff working three or more days at Wen are expected to be active in organisational decision-making processes, with 1 day per month allocated towards participation in working groups.
- You may be required to undertake other tasks relevant to the role or the wider organisation.

PERSON SPECIFICATION

Essential Experience & Knowledge

- At least three years professional experience in a project or campaign management role in the third sector, particularly in the environmental or community sectors.
- A proven strategic thinker who can work innovatively, identify and seize opportunities to achieve change.
- Demonstrated success delivering on a multi-year project, ideally leading a coalition or partnership.
- Experience and understanding of working across sectors (statutory, third sector, business and community).
- Ability to build effective collaborative relationships with a diverse range of organisations, grassroots groups and individuals.
- Experience of facilitating meetings and events in an inclusive and participatory way.
- Track record of successfully managing large project budgets.
- At least one year's experience in direct line management of staff.
- Experience of designing and undertaking complex monitoring and evaluation processes, writing reports and demonstrating impact at a high level.
- A passion for taking effective climate action, with a commitment to a just transition, social justice and a community-led approach.

Desirable

- Track record of raising the public profile of projects you have worked on.
- Expertise in climate policy or campaigns, community organising or food policy.
- Experience of working across sectors (statutory, third sector, business and community).
- Knowledge of the borough of Tower Hamlets.
- Grant fundraising experience.

The successful candidate will be required to comply with Wen's safeguarding policies and any appointment will be subject to satisfactory references.

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About the recruitment process

We particularly encourage applications from People of Colour, LGBTQI+ people, people with disabilities, and those who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in the environmental sector. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a group less represented at Wen.

Wen is committed to anti-racism and inclusive intersectional feminism which acknowledges how race, class and sexuality intersect with gender in our day-to-day lives. Wen is open to all genders and is actively working towards being a trans inclusive organisation.

To apply for this role please fill in the application form and the equal opportunities form. We will be assessing your application based on how you fulfil the person specification. Make sure your statement answers each point on the person specification. You may want to use the points as subheadings in your response. You should prioritise covering the points in the person specification thoroughly above the 'flow' of your writing.

Let us know if there's any reasonable adjustments you'd like us to make in the application and interview process in view of a disability or health issue. If you have any questions about the role or the application process, please email jobs@wen.org.uk We are happy to talk over the role and the application process with you in more detail, and having questions now will not count against you in the interview.

About Wen

Wen works both in East London and nationally to support women and their communities to take environmental action. We work across a wide range of environmental issues, including building resilient and sustainable local food systems, food growing, nature-based wellbeing sessions in women's refuges, our Environmenstrual campaign and our work on a UK Feminist Green New Deal.

Wen has been supporting women and communities to grow their own food, and become advocates for environmental action in Tower Hamlets, for over ten years. Wen leads on the Tower Hamlets Food Partnership, bringing organisations and individuals together to build a better food system for everyone in Tower Hamlets. Members include housing providers, food charities, small businesses, schools, social enterprises, community gardeners and the council.

- We are online: www.wen.org.uk
- Instagram: [@Wen_UK](https://www.instagram.com/Wen_UK)
- Twitter: [@Wen_UK](https://twitter.com/Wen_UK)
- Facebook: www.facebook.com/WEN.UK1988

For more information about the Just FACT programme please go to the [Just FACT website](#) or see this [summary of vision and aims](#).