



**Wheely Tots
Programme Manager**

Role	Programme Manager
Purpose	<ul style="list-style-type: none"> Responsible for the development and delivery of our programme of walking and cycling activities in Tottenham and beyond, ensuring our projects meet the charity's aim of improving social integration
Commitment	<ul style="list-style-type: none"> 35 hours over 5 days per week, to include occasional weekend working We are very receptive to part-time/job share applicants DBS check required
Tasks	<ul style="list-style-type: none"> Manage key Wheely Tots projects including Ride - a cycling programme connecting Tottenham to Walthamstow; our community-led foodbank on Broadwater Farm; Your Bike Project, our youth-led cycling initiative; and Parent and Toddler balance bike sessions Working with the Community Engagement Manager, lead on delivery of Connecting Well, a three-year intergenerational programme of walking and cycling, which has wellbeing at its heart Work with stakeholders and partners, including participants, children's centres, community organisations, local authorities, to develop programmes in response to community need Publicise Wheely Tots' programmes - including via existing participants, networks, newsletter mail outs, website, supporting social media posts Plan and monitor budgets against actual expenditure Contribute to funding applications; support with collection of monitoring and evaluation Responsible for managing and developing our team of sessional workers, supporting them to ensure sessions meet the need of participants Explore the use of digital technologies within delivery Work with CEO and management team to feed into strategy, including informing and implementing our Equality Diversity and Inclusion work
Competencies	<ul style="list-style-type: none"> Budget management - allocating and monitoring spend Planning and implementing projects - ensuring projects are delivered on time, meeting funders' aims and within budget Up-to-date knowledge of best practice in safeguarding Able to work alone or with a buddy Discreet and trustworthy with excellent organisational skills Flexible and adaptable with excellent administration skills Confident communicator by email, phone and video call Experience using Google Drive (or similar)

Registered charity no 1161237
The Trampery, 639 Tottenham High Road, London N17 8AA
www.wheelytots.com

June 2021



	<ul style="list-style-type: none">• Comfortable dealing with different people from diverse backgrounds and experiences• Self-motivated• Open to new ways of working and finding the most efficient way to do things
Location	<ul style="list-style-type: none">• Flexible - we have office space in Tottenham, which we are working in on a rota basis• The majority of our activity is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities and a good understanding of the challenges and opportunities the community faces in the wake of the pandemic and as the area undergoes significant regeneration.
What we can offer	<ul style="list-style-type: none">• This role offers the opportunity to play a key role in a fast growing small charity with big plans• We are keen to try new things and open to new ideas so you can make this role your own and grow with us• IT equipment for home working• Access to training in: project management, comms and marketing, volunteer management, fundraising, finance and accounting, Excel, first aid, ride leader training, bike maintenance, route planning• Learn from our volunteers who bring incredible expertise and time• £500 training budget

We will provide an induction to our processes and procedures relevant to this role.

Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Pay: Wheely Tots is a London Living Wage employer. The salary for this role is £28,000 - £32,000 per annum.

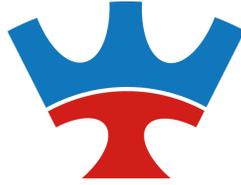
How to apply.

To apply for this role, send your CV and a cover letter to jobs@wheelytots.com using Programme Manager as the title. In your cover letter explain how your experience relates to this role, why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

Registered charity no 1161237
The Trampery, 639 Tottenham High Road, London N17 8AA
www.wheelytots.com

June 2021



The deadline for applications is **Monday 12 July at 9:00am**. We will review applications as they arrive and may interview before the closing date.