

About us

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Programme Manager
Department / Location	Manchester London (Internal only if based in London office)
Reports to	Senior Programme Manager
Package	£40,000pa Employee Benefits <ul style="list-style-type: none"> • 28 days annual leave • Cycle to work scheme. • Contributory pension scheme • Season ticket loans • Supported training budget for staff. • Travel pass (National Rail) • Access Employee Assistance Programme
Overview	<p>As a Programme Manager, you will be responsible for managing a team of 3 to 5 staff, including Client Support Officers and Programme Coordinators, who are supporting clients to deliver high value carbon reduction projects. You will be managed by a Senior Programme Manager and report regularly to Senior Managers and be responsible for managing a scheme of value of up to £150m and 50-150 projects.</p> <p>You will be expected to develop key stakeholder relationships with funders (the Department for Energy Security, and Net Zero (DESNZ), Department for Education (DfE), Office for Students (OFS), Welsh Government and Scottish Government and central government departments), clients and partners, ensuring that all risks in the lifecycle of your teams' projects are managed effectively, so that projects deliver on schedule and generate carbon savings. You will also be responsible for coordinating, and collaborating with other teams in, the planning and preparation of new funding schemes, often expanding to liaising closely with funders and other external stakeholders.</p> <p>In addition, as a Programme Manager you will be expected to take the lead for a Delivery Team wide process or transformation project and manage this from inception to completion, working very closely with the Senior Leadership Team and in collaboration with other functions at Salix, like Energy and Carbon Technical Team, Information Systems Team, Communications, Audit and Finance teams.</p> <p>As a Programme Manager, you will also be an active member of the Delivery Team, comprising of programme teams, and regularly attend the Operation Delivery Meeting and Programme Managers' Meeting to share knowledge and updates and ensure downward and upward communication of all messages with your team and your Senior Managers and Directors.</p>

	<p>You will be responsible for the governance and performance of your programme and contributing, collectively with other programmes, to the successful delivery of KPIs agreed with funders.</p>
<p>Key Responsibilities</p>	<p>Project and Programme Management</p> <ul style="list-style-type: none"> • Manage a Programme delivery, such as the Public Sector Decarbonisation Scheme, Recycling Funds, Salix Energy Efficiency Loans (England), Low Carbon Skills Funds, Wales Funding Programme and Scottish Energy Efficiency Loans and other new programmes as they are launched. • Support and lead your team in monitoring the delivery of clients' projects including monthly reporting of progress on key milestones, accurate forecasting and budgeting of claims, and ensuring timely payments are made to clients. • Conduct due diligence on payment request submissions, scope change request submissions and project completion activities and approve them for your team. • Develop and implement an activity plan for the team, especially planning and preparing for key milestones and deadlines such as pre-project client delivery plans and scheme completion. • Support your team in identifying risks and issues relating to clients' project delivery, underspend and abandonments. Maintain an up-to-date risk register and take appropriate action to mitigate risks and issues in your team. • Collaborate with other Salix teams, such as Energy and Carbon technical and Information Systems teams, in the successful coordination and delivery of a programme. • Support the Director of Programmes in preparing written reports for the Salix Board and/or our sponsors on the projects or processes you are responsible for leading. • Develop good working relationships with delivery partners for the programmes you are responsible for. These may include DESNZ, DfE, OFS, Welsh Government and Scottish Government and central government departments. • Build new and maintain existing client and stakeholder relationships to support the delivery of the outputs our funders require. • Lead the development and delivery of one of the Delivery Team's key processes, like cashflow and forecast management, change requests, and monthly reporting to Government departments.

Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

How to apply If you wish to apply for this role, please submit all of the following:

1. An up-to-date CV
2. Equality monitoring form ([available to download here](#)).

Please specify in the application email subject the job title you are applying for and within the email where you saw the job posted – john@nobulrs.com

Appointment Timetable

- The position has been advertised on Monday 9th September.
- Applications for the position will be closed at 11:59pm on Sunday 22 September 2024.
- Applicants will undertake a first stage screening interview with Nobul.
- Shortlisting will take place w/c 23rd September 2024.
- If you are shortlisted a short presentation and interview will take place w/c 7th October 2024.
- Presentation details will be released to those invited to interview stage.
- Start in post by mutual agreement.

Key information about application

- Applicants must demonstrate that they meet the qualifications, experience, skills and abilities listed in the key skills and competencies.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.
- All applicants will undertake a first stage screening interview with Nobul.

CRITERIA	DESCRIPTION
QUALIFICATIONS	Degree or equivalent professionally relevant qualification
	Evidence of further professional development
	Management qualification level 5 or above
EXPERIENCE	Minimum of 3 years relevant work experience
	Substantial people management experience
	Proven track record of leading, delivering and/or implementing projects across an organisation, including at a senior level where necessary, within a timescale
	Experience in providing advice and support to managers and employees
	Presentation experience
	Experience of leading and managing a team using a performance management framework
	Previous client/customer service experience
	Experience providing structured plans and setting clear objectives that implement strategy and drive delivery
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks
	Experience of making decisions through the analysis of relevant information and risk assessment
	An understanding of local and central government
SKILLS AND ABILITIES	Strong IT skills, familiarity with MS suite
	High level of numeracy
	Ability to work flexibly and proactively within a small team
	Communicates effectively, confidently and assertively both in writing and when speaking
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations
	Presents a credible and positive image both internally and externally, effectively contributing at meetings and events
	Pays close attention to detail, ensuring team's work is delivered to a high standard
	Effective time management and ability to set realistic timescales for work delivery
	Self-motivated and good organisational skills
	Ability to make decisions that demonstrate commitment to corporate strategy

	Ability to challenge the views of others in an open and constructive way
OTHER	Understanding key political drivers to create the right environment for developing and delivering funding to meet Government's net zero carbon targets
	Demonstrates good understanding of public sector structures across Local Authorities, education providers, NHS and other public sectors (e.g. procurement processes, financial/budget flows and ways of working)
	Knowledge of energy efficient and low carbon technologies
	Willingness to travel
	Demonstrate and understand equal opportunities
	Willingness to learn and commitment to development and training for themselves and the team to create a high-performance workforce