

### **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.

## Senior Programme Manager



Role	Senior Programme Manager
Department / Location	Manchester
Reports to	Assistant Director of Programmes
Contract Type	FTC (12 months)
Package	<p>£46,920pa (Band E)                  28 days annual leave (excluding bank holidays)                  Cycle to work scheme                  Contributory pension scheme                  Employee support with public transport costs                  Supported training budget for staff                  Access to Employee Assistance Program</p>
Overview	<p>As a Senior Programme Manager, you will be responsible for managing between 2 to 4 Programme Delivery Teams of up to 30 staff, supporting clients to deliver high value carbon reduction projects. You will be managed by an Assistant Director and report regularly to the Executive and Board. You will be responsible for managing multiple schemes or projects, typically up to a value of £150m and 50-150 projects.</p> <p>You will be expected to lead key stakeholder relationships with funders (the Department for Energy Security and Net Zero (DESNZ), Department for Education, Department of Health, Office for Students, Welsh Government and Scottish Government and central government departments, clients and partners, ensuring that all risks in the lifecycle of your programmes are managed effectively, so that they deliver on schedule and generate the required carbon savings. You will also be responsible for leading the planning and preparation of new funding schemes, liaising closely with funders and other external stakeholders and influencing government policy and future scheme design.</p> <p>You will also lead on engagement with key stakeholders that support the successful delivery of your programmes (e.g. District Network Operators, local associations, Net Zero Energy Hubs etc.)</p> <p>In addition, as a Senior Programme Manager you will be expected to take the lead for several public sector decarbonisation team and Salix wide process or transformation projects and manage these from inception to completion, working very closely with other managers &amp; senior managers across the team. This may involve working with the Executive and in collaboration with other functions at Salix, such as the Data, Technology &amp; Workplace team, Communications, Audit and Finance.</p> <p>As a Senior Programme Manager, you will also be an active member of the public sector decarbonisation management team, ensuring that the culture and values of Salix are understood and upheld across the company. Taking an active lead in programmes and activities to promote Salix's corporate culture.</p>

	<p>You will be responsible for the governance and performance of your programmes and contributing to the successful delivery of KPIs agreed with funders.</p>
Key Responsibilities	<p><b>Management &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>• Managing and overseeing the launch and delivery of multiple decarbonisation programmes simultaneously, ensuring these are on time and on budget.</li> <li>• Reporting on the performance of programmes to the Director of Public Sector Decarbonisation and wider Executive Team, including projections of monthly and end of year project commitments and completions; end of year cash position; budgeting of claims for new funding.</li> <li>• Provide detailed status reports to funders on your programmes on a monthly or weekly basis. These require the coordination with other Senior Managers from across Salix and highlight strategic risks and impacts affecting the programmes and projected scheme spend.</li> <li>• Preparing reports to influence key policy decisions regarding current and future funding schemes.</li> <li>• Lead the development and launch of new funding schemes, fostering cross-collaboration with other departments such as Information Systems, Finance Communications and Audit.</li> <li>• Providing oversight and guidance to the delivery teams to ensure key priorities are met within required timescales.</li> <li>• Adhering to and promoting Salix working procedures, working consistently across all programmes and input into the improvement of processes.</li> <li>• Taking part in strategic planning and budget setting to ensure effective funding implementation.</li> <li>• Actively contributing to Salix becoming a modern company with a national reputation for excellence and a company that puts into practice lowering our carbon footprint.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Managing completions including accurate forecasting and budgeting of claims, managing risks of abandonments, ensuring timely payments are made to clients.</li> <li>• Establishing and maintaining systems and processes for when funds are awarded and ensuring the effective delivery of key projects.</li> <li>• Developing, implementing, and reviewing both strategy and activity plans for your programme teams.</li> <li>• Ensuring your Programme Managers and their teams maintain a risk register and effectively manage risks to input into the Board's strategic company-wide risk register.</li> </ul> <p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Developing good working relationships with delivery partners, which for this position includes DESNZ, DfE, DoH, OFS, SFC, Welsh and Scottish Governments and Civil Service Departments and their Agencies.</li> </ul>

- Building new and maintaining existing client and stakeholder relationships to increase the reach of Salix programmes to deliver the annual outputs the KPI require.

**PR & Communications**

- Coordinating work with the PR & Comms team to promote and market the work of Salix across the public sector to reach a position where we are regarded the market leaders in energy efficiency.
- Responsible for representing Salix and presenting at various promotional events either online or in person.
- Arranging and attending funder meetings and client visits as appropriate.
- Working outside core hours/flexible working when required and regular travel around the UK.

**People Management**

- Manage and motivate a team of managers who are delivering Salix programmes.
- Empower Programme Managers, Programme Coordinators and Client Support Officers to improve their skills and abilities.
- Managing and motivating direct reports, who lead small teams of staff delivering Salix programmes using the Salix performance management framework.
- Ensuring all team members are trained and developed in line with the job requirements, ensuring that Salix has the skills and experience to expand its business over the period of its current strategy.
- Be responsible for and support the team’s mental health and wellbeing
- Adhere to and promote Salix working procedures, working consistently across all programmes and input into the improvement of processes.
- Contribute to the management of the public sector decarbonisation team, including recruitment and performance whilst demonstrating Salix values to others.
- Work effectively and positively with all teams to provide an excellent work environment and effective teamwork.
- Participate actively in Salix’s culture of giving and receiving feedback and imbibe this effectively within your team. Ensuring the values of the company are demonstrated in all aspects of people management.

### 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 –

[salixapplications@ivyrockpartners.com](mailto:salixapplications@ivyrockpartners.com)

### Appointment Timetable

- The position has been advertised on **Monday 11 November 2025**
- Applications for the position will be closed **at 11:59pm on Monday, 25th November 2024**
- Screening Calls will be conducted by John Veals at Ivy Rock **W/C 25/11/2025**
- Shortlisting will take place from **W/C 02/12/2024**
- If you are shortlisted a short presentation and interviews will take place **W/C 10/12/2024**
- 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.

**Appendix 1 - PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>DESCRIPTION</b>	
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	
	Evidence of continuous professional development	
	Relevant management or Project mgt qualification	
EXPERIENCE	Substantial people management experience	
	Proven track record of leading, implementing complex projects across an organisation including at a senior level where necessary, within a timescale.	
	Experience in providing advice and support to senior managers and employees.	
	Experience of leading and managing a team using a performance management framework	
	Previous customer service experience	
	Strong IT skills, familiarity with MS suite	
	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 government and central government	
	Ability to work flexibly and proactively within a small team	
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	
	SKILLS AND ABILITIES	Communicates effectively, confidently and assertively both in writing and when speaking. Good interpersonal skills
		Fosters collaborative and co-ordinated working across teams and in partnership with other organisations
Presents a credible and positive image internally and externally		
Analytical, accurate and quality-conscious work, 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		
Able to act in an innovative, creative and solution orientated way		
Evidence of promoting the values of a company		
Ability to effectively contribute at meetings and events participation		
Knowledge of energy efficient and low carbon technologies		
Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency		
Good understanding of public sector structures, procurement processes, financial/budget flows and ways of work in: Local Authority, Higher Education, NHS, and other public sector		

## Senior Programme Manager



	Willingness to travel
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy
	Challenges the views of others in an open and constructive way
	Holds a growth mindset, able to create a learning culture and maintain a capable and high-performance workforce
	Demonstrate and understand equal opportunities
	Knowledge of best practice human resources management
OTHER	Willingness to learn and commitment to development and training for themselves and the team