



Centre for Public Scrutiny

Delivery Manager

London, £34-36,000 + benefits.

Do you want a new job in the UK's leading governance organisation? Are you passionate about decision-making being more inclusive and open to scrutiny? Do you have the expertise in research and event management and want to help us grow and succeed?

We are recruiting to a new post of Delivery Manager who will lead on our event and research programme, as well as contribute to business development and consultancy. Ideally you will have worked in the public sector in a governance type role or similar experience, but more importantly you will have excellent research, project and event management skills and an ability to learn quickly.

This is a London based role, full-time (will consider 4 days).

For more information or to book a call contact Jacqui McKinlay Jacqui.mckinlay@cfps.org.uk.

Application: covering letter with evidence against the person specification and a CV.

CfPS is looking to create an inclusive and culturally diverse organisation. Applications from people with disabilities, members of minority groups and women are actively encouraged to apply.

Closing date: 30 April 2018

Interviews: 9 May 2018

www.cfps.org.uk

POST DESCRIPTION - DELIVERY MANAGER (FULL TIME)

Key facts

Length of appointment	Permanent (subject to available funding) The postholder will be an employee of the Centre for Public Scrutiny Ltd.
Hours	37.5 hrs per week (full time). Will consider 4 days for the right candidate and pro-rata salary.
Pay	£34-36k
Benefits	30 days holiday, plus Bank Holidays. Standard working hours 9.30am-5.30pm, with breaks. Time off in lieu of hours worked outside these times will be available. Enrolment in the CfPS pension scheme.
Accountability	TBC
Location	Aldgate, London The position is primarily office-based although there may be some travel within the UK.

About CfPS

CfPS is a national centre of expertise on governance and scrutiny. We passionately believe that better governance and scrutiny leads to more effective decision-making, reduced risk and ultimately improved outcomes. Our work spans corporate decisions impacting on the public to how tax payers' money is spent. We focus on behaviours and culture, as well as design and delivery.

What we do

We do this through research, policy development, campaigning, consultancy and training. Since its launch fifteen years ago, CfPS has supported hundreds of organisations and people through leading research, policy and practical support. With a long-track record helping local councils, we also work with a wide range of others including health bodies, housing organisations, membership organisations, government agencies, regulators and private sector businesses. We deliver large improvement programmes on behalf of the Department for Communities and Local Government (through the Local Government Association) and the NHS. Our website, which explains our work in more detail, can be found at www.cfps.org.uk.

How we are funded and our priorities

Each year we bid to the LGA for a grant to support their improvement work with local councils. Outside of this we are reliant on attracting income through consultancy, training and other grant work. Over recent years, we have changed our business model and business development is now critical to our success, whilst staying true to our charitable aims and values. In joining the small team at CfPS, you will become part of team focused on improving lives and places through better decision-making. To achieve this, become financially sustainable is critical to our success.

How we work

We have a small core team that has office space in Aldgate in London. This is a shared arrangement with our partner, CIPFA. Some of the team are London based and others work from home, in addition we spent a lot of time out with clients. We have regular team meetings and aim to gather as a team in London once a week. To support our delivery we rely on an excellent network of associates and partners.

Job description – Delivery Manager

The postholder will be responsible for the following.

1: Research and policy

- Policy support - writing research reports and blogposts, and assisting other members of the team with more substantial research projects.
- Contributing to CfPS' own and commissioned research. involving gathering evidence, undertaking interviews, designing and running surveys, data analysis, report writing.
- Ongoing research oversight on CfPS's primary areas of interest and expertise: reviewing the national and trade press, think-tanks and Government websites, initial identification of opportunities for new work. Writing responses to consultations.

2: Delivery

- Responsible for developing and managing CfPS training and events programme including conferences, roundtables, seminars, national training days and in-house training.
- Responsible for marketing and communications associated with events.
- Supporting consultancy work in individual councils or assisting other members of staff in delivery as appropriate.
- Supporting the production of regular newsletters and other communication activity.

- Carrying out evaluations of completed consultancy work, feeding learning back to Directors and consultants.
- Analysing and reporting on evaluations from CfPS events and consultancy assignments.
- Preparing quarterly reports on activity under our contract with the Local Government Association, and with other funders as necessary.

3: Business development

- Working with the responsible Director and Development Manager to keep the Customer Relationship Management (CRM) system and other reporting tools up to date.
- As necessary, gathering data from other sources (surveys, interviews, mailouts) to augment the quality and utility of information in the CRM.
- Supporting the development of bids and proposals as required.

4. Organisation

- Providing support to ensure effective reporting to the CfPS Chief Executive and Trustee Board.
- Contributing to team meetings, planning and development.
- Other tasks appropriate to the role in response to organisational development and changes.

The Centre for Public Scrutiny is not affiliated to any political party. The postholder will be expected to work on that basis. However, the postholder will not be subject to personal political restrictions under the Local Government and Housing Act 1989.

Person specification

Specification	How will this be assessed?
ESSENTIAL	Application / Interview
1. An understanding of scrutiny and governance in local government and other sectors works, and how public services are organised and delivered in England.	Application and interview
2. A passion for and understanding of democracy, governance and accountability (in the UK) and evidence of being able to respond positively to changing circumstances and design and implement creative solutions. You should have an understanding of the challenges and opportunities of operating in a political environment.	Application and interview
3. The ability to collate, analyse and make sense of large amounts of information. Evidence of successful delivering research projects from design through to impactful outcomes.	Application & Interview
4. The ability to develop and manage projects to achieve the desired objectives and impact and market appropriately. Evidence of using planning methods and tools to ensure projects are delivered on time, on budget and to a high standard.	Application & Interview
5. Experience of designing, delivering and marketing training, conference and seminar type events.	Application & Interview
3. The ability to write and speak on complex issues in an understandable way, to a high standard.	Application & Interview
8. Use of a database or CRM system and IT literate. IT literacy will be evidenced through	Application & Interview

<p>intermediate to advanced competence in the use of standard MS Office (or equivalent) software and/or the use of specialist database or statistical software in a professional or academic context, as well as experience or an ability to pick-up CRM, Mailchimp (email marketing tool), and website updates. Experience of Wordpress content management system would be advantageous.</p>	
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The process

You should send us:

- A covering letter (max 1,500 words) setting out how you meet the requirements in the person specification. Please use the person specification headings and/or numbers when demonstrating how you are a good fit for the role.
- Your CV (setting out your qualifications and work history, where applicable) – 3 pages maximum.

By e-mail, in MS Word format or PDF, to Antonia.Okoro@cfps.org.uk 5pm on 30 April 2018.

Your covering letter should reflect how you meet each of the criteria which we are considering on application, as listed above, providing examples where appropriate.

The remaining criteria will be assessed at interview for those candidates who are shortlisted. Candidates will be asked to bring proof of the right to live and work in the UK when they attend interview.

All applicants will be contacted on or around 1/ 2 May to be advised whether they have been shortlisted. We will not be providing feedback to candidates who are not shortlisted.

Interviews will take place on Wednesday 9th May in our offices in Aldgate London. If you will be unavailable on this day, please clearly indicate this on your application. Unsuccessful candidates at interview stage will be provided with feedback on their performance on request.

Equality

CfPS is committed to the principles of equality both in the application process and in terms of employment. As far as possible we have designed this application process to be accessible to people with different needs and characteristics, but if you feel that you have characteristics which will require specific consideration or reasonable adjustments as part of the application, interview and selection process then please let us know.

If you have any queries about any part of your application, or the application process, please contact Jacqui McKinlay on Jacqui.mckinlay@cfps.org.uk