



Department
for Transport



**Travel
Connections**
From B to A the friendly way

Travel Connections Programme Manager - Job Description

Job Title	Travel Connections Programme Manager Responsible to LOPF Chief Executive. Responsible for Travel Connections Project Officer, Office Manager, Monitoring and Evaluation Officer.
Employed by	Leeds Older People's Forum
Salary	PO5 (SCP 38) £42,614
Contract	Fixed term contract ending 31 May 2023 (secondment or job share requests will be considered)
Annual Leave	25 days + 8 days public holiday
Pension scheme	Company scheme or contribution to private scheme (5% employer contribution)
Hours of working	35 Hours per week (Option to work 30 hours per week over 4 days)
Location:	Varied (a mixture of working from home, working from the LOPF office (LS3 1AB) and attending meetings across Leeds)
Closing Date:	4pm Wednesday 6th July 2022

About Leeds Older People's Forum

Leeds Older People's Forum is a registered charity that exists to promote the wellbeing of older people in the city of Leeds. We're a network of third sector organisations working to ensure older people have the opportunities, freedom and support to live the life they want.

Together, we've been working with and for older people since 1994 to make Leeds the best city to grow old in. Our member organisations work closely with older people across a diverse range of areas, including health, social care, housing, transport and leisure.

We're constantly exploring, evaluating and adjusting to the needs of older people. Thanks to our connections to the wider health and social care network in Leeds, we're in a position to promote the wellbeing of older people in a way that's shaped directly by their voices.

We aim to do this by:

- Identifying and promoting the needs of older people
- Supporting our member organisations to work effectively with older people
- Developing a diverse range of engaging campaigns
- Influencing and developing policies around issues affecting older people
- Challenging ageism and discrimination with older people's stories and experience of ageing
- Using co-production to develop projects and promote social participation
- Sharing information and best practice with organisations that support older people

We place older people at the heart of everything we do, responding to their views and lived experiences.

Programme Overview

Leeds Older People's Forum (LOPF) is leading Travel Connections. The aim is to explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness for older people. This one year, 'test and learn' programme has been awarded a grant through the Department for Transport's 'Tackling Loneliness with Transport' fund.

The Travel Connections programme incorporates 12 separate projects, seven of which are led by third sector partners. One project has yet to be commissioned and four projects are led by LOPF. LOPF is also expanding our Friendly Communities project to include work on age and dementia friendly taxi services.

The projects come under five themes: Buses, Taxis, Active travel, Community transport and Travel conversations.

The first four themes explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness. The fifth theme focuses on creating conversations between older people and decision-makers so that older people's voices are heard at strategic city levels.

This role will build on a substantial amount of project planning and implementation work which has already taken place. Third sector delivery partners, stakeholders, the Age Friendly Steering Group and LOPF staff and Trustees, amongst others, have worked together since January 2022 to develop and establish the programme. We're looking for an experienced leader to drive the programme forwards now that the foundations are in place.

Purpose of the Post

- To manage the programme, and lead the team, to achieve the outputs of the Travel Connections programme, liaising with partners, stakeholders and funders to ensure that LOPF's responsibilities are met and learning is shared.

Duties:

Leadership and grant management:

- Manage the programme, and lead the LOPF team, to achieve the outputs of the Travel Connections programme
- Ensure robust systems and processes are in place to support the delivery and legacy of the programme

- Support the monitoring and evaluation of the programme, working closely with LOPF's monitoring and evaluation officer
- Maintain the focus of the programme on using transport to reduce loneliness amongst older people (aged 50+)
- Collaborate with Trustees, delivery partners and strategic partners / stakeholders
- Provide effective leadership for four LOPF-led Travel Connections projects
- Liaise with funders and evaluators to accommodate all requests in the Department for Transport's grant agreement
- Identify allies and key decision makers, building and maintaining relationships with them

Contract management, legacy and learning:

- Provide effective contract management to six third sector delivery partners for seven projects
- Undertake ongoing contract/performance management for all Travel Connections projects
- Implement LOPF's commissioning process for one project, collaborating closely with older people
- Manage exit strategies with delivery partners to prepare for the end of the programme in May 2023
- Champion the test and learn approach and an ethos of collaboration and coproduction with older people
- Enable strategic change and programme legacy by gathering and sharing learning from the programme
- Develop and implement a strategy for learning, influencing and legacy, including exploring ways in which successful work may be sustained by delivery partners and others after Travel Connections ends

Operational:

- Establish and participate in the programme's Steering Group
- Take lead responsibility for the programme budget, working closely with LOPF's management accountant
- Be the main contact for the programme in liaising with the external partners
- Provide regular reports to the LOPF Board of Trustees, the Department for Transport and the programme's Steering Group
- Manage the programme staff and ensure that regular supervision, HR tasks, training and support are in place so that all team members play their part in implementing the programme plan
- Ensure that older people are fully involved in all aspects of the programme
- Work closely and collaboratively with the Enhance Programme Management team, LOPF Chief Executive and LOPF staff working on other programmes
- Comply with the requirements of all LOPF policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and for GDPR compliance
- Address equal opportunities in all aspects of the programme
- Promote positive publicity for the programme
- Maintain the reputation of the LOPF by delivering a successful Travel Connections programme
- Undertake other duties as required by the Board of Trustees or CEO of LOPF

Travel Connections Programme Manager - Person Specification

Applicants will be able to demonstrate they have the essential skills, knowledge and experience gained from, but not limited to, working in a responsible strategic and/or senior management role within an organisation. They will also share LOPF's values: person centred, committed to co-production and to a community development approach.

SKILLS

ESSENTIAL

- Team leadership, staff management and staff development skills
- Planning, organising and the ability to work productively from home or office
- Excellent time management and an ability to prioritise and delegate effectively
- Excellent communication and networking skills enabling positive engagement with a wide and diverse range of stakeholders, including older people, staff and volunteers in third sector organisations, the public and private sector, evaluators and funders
- Problem solving, strategic thinking, resourcefulness and assertiveness
- Well developed influencing skills
- Ability to work effectively across as part of a larger team at LOPF
- Excellent IT skills, including the use of social media
- Ability to travel around Leeds (via car, active travel or public transport) to visit provider and stakeholder premises and attend meetings

KNOWLEDGE

ESSENTIAL

- Understand the responsibility LOPF has to the funder to deliver a successful Travel Connections programme
- Understand inequality and intersectionality
- Knowledge of one or more of the following sectors:
 - Transport options in Leeds
 - Grant management / contract management
 - Third Sector organisations supporting older people in Leeds
 - Neighbourhood Network Schemes

DESIRABLE

- Understand the issues affecting older people experiencing, or at risk of, loneliness and social isolation
- Understand barriers to engagement for older people
- Understand the wider loneliness and social isolation agenda
- Understand the wider transport agenda
- Understand contract management, performance and risk management
- Knowledge of Leeds organisations and communities
- Knowledge of charity governance

EXPERIENCE

ESSENTIAL

- Proven performance in a strategic or senior management role
- Successful delivery of set of outcomes relating to a project or programme
- Budget management

- Grant or contract management
- Supervision and development of staff
- Experience of promoting equality and diversity
- Influence stakeholders to bring about change
- Maintain good relationships with funders
- Partnership development

DESIRABLE

- Work with or for organisations that support older people
- Fundraising/income generation
- Performance and contract management with third sector delivery partners
- Collate data and write learning reports

PERSONAL ATTRIBUTES

ESSENTIAL

- Assertive and confident
- Demonstrate energy, enthusiasm and determination
- Commitment to working in an inclusive, team-focussed way
- Commitment to put older people at the heart of the programme
- Support LOPF's guiding principles - valuing older peoples' leadership, partnership working, best practice and constant service development.
- Willing to work outside office hours when required