

<b>Job Description</b>	
<b>Job title:</b>	BPN Foundation Programme Development Manager (PDM).
<b>Location:</b>	Kidwelly (or any other area we may reasonably determine).
<b>Contract duration:</b>	Permanent full-time employment contract.
<b>Hours:</b>	Basic contract of 37.5 hours per week over 5 days.  A <b>positive and flexible approach</b> to work is essential to the role including occasional weekend work, business travel to customers/clients, attending shows <b>and any additional hours as required</b> .
<b>Working relationships:</b>	Charity trustees; volunteers; and external statutory, commercial, third sector and charitable organisations and beneficiaries.
<b>Accountable to:</b>	Trustees of the BPN Foundation.

### **Job Summary**

The PDM will lead and develop all community programmes including Burns By your Side (BBYS) and any new projects.

### **Key Responsibilities**

- Report directly to the Trustees, work within the strategic objectives of BPN Charitable Foundation.
- Assist with annual budget setting and monitor actual performance against budget.
- Liaise closely with the Trustees in the strategic planning of the foundation.
- Identify potential external funding opportunities and manage funding applications.
- Manage all community operations and personnel; liaising with the Community Liaison in Ireland as required on all aspects of project work.
- Support with any Charity Commission (UK) or Charity Regulator correspondence and charity governance in conjunction with the Operations Supervisor.
- Promote the objectives of the Foundation through social media channels.
- Attend conferences and events to positively represent the Foundation.
- People management - support a productive and motivated team with an emphasis on personal development for both staff and volunteers.
- Manage the annual staff appraisals of the personnel engaged in foundation activities.

- Regular meetings with the Operations Supervisor and Community team to discuss programme development.
- Managing the canine training team and delivery of canine training programme.
- Education and stakeholder engagement.
- New project development and planning.
- General administrative duties as required.

### **Burns By Your Side (BBYS)**

- Manage and direct the existing BBYS volunteer and schools programme in UK and Ireland including volunteer recruitment.
- Lead the controlled expansion of BBYS into other counties presently agreed such as South Wales Valleys and Powys.
- DBS verifier and dedicated safeguarding officer for BBYS.
- Training delivery including BBYS placement training and safeguarding.
- Maintain accurate records regarding volunteer policies and legal documentation specifically for BBYS.

### **Health and Safety**

- Maintain a high standard of housekeeping within the workplace.
- Report faulty or damaged merchandise and equipment to the Trustees.
- **Co-operate with Health and Safety policies and procedures** including PPE and reporting adverse events.