

**Senior Programme Manager**

**Design Council**

## Welcome from the Chief Executive – Minnie Moll

I joined the Design Council on March 1<sup>st</sup> last year and feel so proud to be leading an organisation with such an amazing heritage and reputation. The caliber of our people, the extraordinary talent in our unique network of Experts and the impact we have working with our clients, partners and Government is without comparison. It is a real privilege to be carrying the torch as we enter the next chapter for the Design Council.

That next chapter will be led by our recently announced new mission: Design for Planet. The greatest challenge of our era is the climate crisis, so as the national strategic body for design, we will be focusing our efforts on galvanizing and supporting the 1.69m people across the design sector to make sustainability central to their work.

Design shapes the world and will have a critical role to play in meeting Net Zero targets and beyond. As a design organization we have power and responsibility to make a difference.

At the heart of the Design Council are our colleagues. We offer a fantastic benefits package to all our colleagues. There is a structured career path, great learning and development, exposure to unique and exciting projects and the opportunity to work with our leading Experts. In addition, other benefits include our pension scheme goes up to a 7.5% employee and employer contribution, there are 30 days annual leave (including time off for everyone over the Christmas period) and a range of flexible ways to work as part of our Hybrid Working policy.

At more than at any other time in our long and distinguished history, now is an incredibly exciting time to be at the Design Council.

A handwritten signature in black ink that reads "Minnie Moll".

## About the Design Council

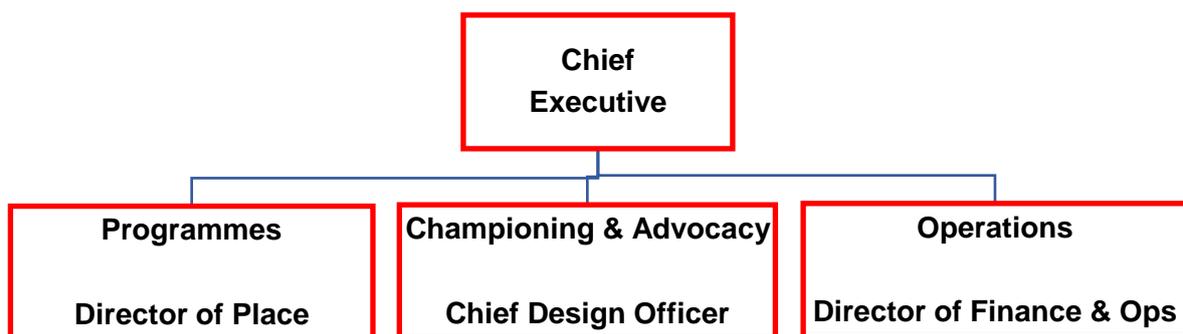
The Design Council's purpose is to make life better by design. And our new mission is to do that by focusing on Design for Planet. There can be no greater cause than fighting to save our precious planet.

Design for Planet will be a theme through all our work to create better places, better products and better processes, all of which lead to better performance. We commission pioneering evidence-based research, develop ground-breaking programmes and deliver influencing and policy work to demonstrate the power of design and how it impacts three key areas of the economy: business innovation, places and public services. We bring together designers and non-designers – from grassroots to government – and share with them our design expertise to transform the way they work.

Good design is inclusive design. We actively aim to employ a diverse workforce, and we have a commitment to do that (see our [Black Lives Matter statement](#)). We encourage conversations around flexibility in terms of location, hours and other arrangement so we can welcome people with different experiences, backgrounds and perspectives.

## About the Programmes Team

The Design Council is a team of 40 people. As a small team with a massive remit, we work collaboratively within this structure:



This role sits within the Programmes Team.

The Programmes Team is led by the Director of Place supported by the Head of Delivery and the Delivery Manager. Everyone else in the team actively works on client delivery, in a flat structure.

## About this role

This position is to augment the Design Council's programmes to respond to the climate and nature crisis. We are seeking a passionate individual who wants to help mobilise and accelerate change towards and beyond net zero in a way that opens up space for further design-led innovation.

## Career Progression

The Design Council is committed to the learning and development of its colleagues so that they gain the necessary skills to reach their full potential and progress within the profession and within the Design Council. We operate a structured career path on set criteria so that colleagues have a clear understanding of how they can progress and be recognised and rewarded.

## How to apply

If you are interested in this role and feel that you can hit the ground running, please click [here](#) to apply. The closing date for all applications to be received is **26 June 2022**. Design Council is fully committed to being a diverse and inclusive organisation. We welcome applications from everyone who meets the criteria. If you need any additional support, please do send in an early alert to Ishbel Allotey to [recruitment@designcouncil.org.uk](mailto:recruitment@designcouncil.org.uk).

## Equality & Diversity

The Design Council is committed to providing equal opportunities for all. Applications are welcomed from all sections of the community. Public appointments are made on merit with independent assessments, openness and transparency of process.

**Reporting to:** Director of Place  
**Contract type:** Permanent  
**Salary Band:** Professional (Senior)  
**Salary range:** £40,000-£45,000

## Job Description

### Senior Programme Manager

This position will be instrumental in developing the Design Council's programmes to respond to the climate and nature crisis. We are seeking a passionate individual who wants to help mobilise and accelerate change towards net zero in a way that opens up space for further design-led innovation, and influences others to see design as a fundamental method for addressing the climate crisis.

We are anticipating opportunities both to take existing clients with us on this journey and reaching out to new partners to use design to support and address their particular challenges in relation to these crises. This position will be focused on refining existing offers and exploring new areas where Design Council can be more powerful by working collaboratively with others to leverage and accelerate the route towards an inclusive and equitable transition.

In particular it will concentrate on developing our placemaking response to the climate and nature crises. A strength of our programmes is combining design expertise from across the built environment with complementary design perspectives in relation to systemic design, social innovation and community-oriented initiatives.

### What does a Senior Programme Manager do?

Increasingly, our programmes will be developed to demonstrate the potential of using design to effect change. Inherent across these projects is the capability to influence organisations and policy to open the market opportunities to Design for Planet.

Our managers are highly skilled professionals in their field, managing a number of demonstrator projects across our programme areas. They have a key role in generating new income and securing new clients, achieving our quality standards and contributing to Design Council's reach and influence externally. They manage projects of varying scale, hold a number of important client relationships and are skilled at working collaboratively.

This role has been designated as a Senior Programme Manager because of the complex skills, experience and relationships required in order to be successful.

The role includes the following responsibilities:

### **Delivery**

- Contribute to leading the development of clear opportunities for Design for Planet programmes
- Manage the resources, and relationships with partners, clients and Design Council Experts to ensure exceptional standards of service and content development and delivery in this mission
- Ensure projects are delivered to agreed contracts, meeting high quality standards, financial targets and all deliverables on time

### **Influence**

- Develop contacts and influence in relevant external networks extending beyond existing projects' and clients' focus to gather and promote insight and best practice and position Design Council
- Provide insight, advice and support to across Design Council regarding sustainable and regenerative design both to colleagues and external audiences
- Provide high quality client and stakeholder management

### **Programme Management**

- Identify strategically relevant opportunities, log them on CRM and develop proposals, securing internal and external support

- Monitor activity across programmes, sharing information, learning and applying improved techniques
- Manage the gathering of service data, evidence and resulting insight to support the effective delivery of Design Council services and their continuous improvement and development
- Ensure that evaluation data and details are captured appropriately, and actively contribute to final reports

### **Other responsibilities**

- Contribute to the dissemination of best practice
- Support the Director, Head and Programme Leads develop strategy and new opportunities
- Support in the professional development of colleagues
- Undertake any other reasonable tasks/duties as required.

### **Corporate Responsibilities**

- Demonstrate leadership in the identification and management of risks and financial control which face both the organisation and your specific area of responsibility
- Ensure you comply with the Design Council operational policies and procedures including financial and risk management, project management and evaluation processes, brand guidelines and internal health and safety policy
- To comply with management policy, including GDPR, information security and confidentiality.

This role will involve some evening work and travel as required in accordance with the needs of the projects and programmes

## Does this sound like you?

We are looking for an passionate designer who is fired by our Design for Planet mission. This is an opportunity to help develop existing offers and services, and explore new innovative work with partners and clients to address the multiple challenges of the climate and nature crises as they impacts on places and communities. Your curiosity and creativity drive you to embrace new areas and sectors to apply your design expertise in a transition towards regenerative design.

### Expert Knowledge and Qualifications

- Academic and professional qualifications, or associated discipline, or equivalent experience in landscape architecture, urban design, architecture, environmental planning related subjects
- Professional experience of engaging with and operating across the planning system in a variety of roles
- Skills sought across a selection of the following practices relevant to design, placemaking and the climate and nature crisis: sustainable planning and development; landscape character appraisals and assessments; environmental impact assessments; developing green and blue infrastructure frameworks, ecological assessments; biodiversity net gain; flooding and drainage assessments; assessing embodied and operational carbon performance; whole life cycle analysis

### Experience

- Senior experience of overseeing a portfolio of projects, ensuring insights and perspectives are extracted from these and used as the basis for thought leadership and profile raising
- Experience of participating in processes of articulating and assessing design quality such as Design Coding and Design Review
- Exposure to developing community-led responses to planning eg. through engaging in neighbourhood plans

- Significant experience of building relationships with external organisations and local authorities and ensuring good client engagement and management
- Proven track record of success in managing complex multiple programmes with delivery on time and on to budget
- Proven business development experience including winning significant income with existing clients and providing information which supports income generation

### Skills

- Personal desire and curiosity to develop and evolve current design practice to prioritise climate relevant approaches
- Proven external influencing skills which raises the profile of Design Council including writing thought pieces, representing Design Council externally through public speaking and building and leveraging their network for positive impact
- Familiarity and openness to applying systems thinking in terms of effectiveness of the Design for Planet offer to clients
- Demonstrable line management skills, leading by examples and by providing consistent line management support and mentoring
- Ability to work collaboratively - building creative consensus, and consulting and involving others internally and externally
- Good IT skills a skilled and advanced user of all Microsoft Platforms and other applications used by Design Council, with the ability to train others

### Behaviours

- **Boundless Curiosity.** Curious, up to date with design debates and relevant sustainability environments.
- **Inspire Possibility.** Passionate about creating change through design and the impact on our Design for Planet mission.
- **Powerful Together.** Inclusive and collaborative and supportive of others across the organisation

