



JOB DESCRIPTION

Post: Cwmbran Futures Programme Lead Officer
Responsible to: TVA for *employment, supervision and line management*
Accountable to: Cwmbran Neighbourhood Board
(for delivery of agreed programme outcomes)
Works closely with: Cwmbran Futures Project Officer and
Cwmbran Futures Engagement & Communications Officer

Salary: Salary Range of £39,000 - £44,000 per annum
Hours: 37 Hours Per Week
Based: TVA Office, Community Locations and Outreach Across Cwmbran
Contract: Fixed Term until 31st March 2030

Purpose of the Post

The Cwmbran Futures Programme Lead Officer will lead the development, coordination and delivery of the Cwmbran Futures Programme, funded through the UK Government's Pride in Place programme.

Working closely with the independent Cwmbran Neighbourhood Board, the accountable body, delivery partners and the wider programme team, the postholder will support delivery of the Board's 10-year vision and associated Investment Plans, ensuring the programme is delivered effectively, within budget and in accordance with agreed outcomes, funding requirements and governance arrangements.

The postholder will provide overall programme leadership and coordination, ensuring the Cwmbran Futures Project Officer and Engagement & Communications Officer work together effectively to support programme delivery, governance, community participation and communications.

Employed and line managed by Torfaen Voluntary Alliance (TVA), the postholder will act as the principal programme link between the Cwmbran Neighbourhood Board, the accountable body, UK Government, delivery partners and the wider Cwmbran Futures programme team.

Key Responsibilities

1. Programme Leadership & Delivery

- Lead and coordinate the delivery of the Cwmbran Futures Programme on behalf of the Cwmbran Neighbourhood Board.
- Translate the Board's 10-year vision and investment priorities into effective programme plans, workstreams, milestones and delivery arrangements.
- Maintain strategic oversight of programme delivery, ensuring agreed activities are delivered on time, within budget and to the required quality and outcomes.

- Identify and manage programme risks, issues and dependencies, escalating matters requiring Board consideration or decision.
- Support the Cwmbran Neighbourhood Board in developing and reviewing future Investment Plans in response to evolving guidance, community engagement, programme performance and existing commitments.
- Ensure Board decisions and agreed programme priorities are translated into delivery across the programme team and wider partnership.

2. Board & Governance

- Act as the principal programme adviser to the Cwmbran Neighbourhood Board and Co-Chairs providing briefings, forward planning, and advice on programme delivery and governance.
- Support the effective operation of the Cwmbran Neighbourhood Board, working with the Project Officer to ensure meetings, reports, actions and governance requirements are effectively coordinated.
- Prepare and present strategic programme reports, performance updates, recommendations and briefing papers to the Board.
- Ensure appropriate governance arrangements are maintained, including risk management, decision-making, conflicts of interest, programme assurance and accountability.
- Ensure decisions requiring Board approval are clearly identified and supported by appropriate information and recommendations.
- Maintain effective working relationships with Board members and support them to fulfil their programme governance responsibilities.

3. Financial & Investment Management

- Maintain strategic oversight of the Cwmbran Futures programme budget and investment profile, working closely with the accountable body and relevant finance officers.
- Ensure programme expenditure and investment decisions remain aligned with approved priorities, funding conditions and agreed financial controls.
- Present regular financial and programme performance information to the Cwmbran Neighbourhood Board, highlighting significant variances, risks or emerging pressures.
- Oversee the programme's approach to project applications, assessment, due diligence and grant award processes, ensuring arrangements are fair, transparent, consistent and compliant.
- Provide strategic oversight of third-party grant programmes and funded projects, supported operationally by the Cwmbran Futures Project Officer.
- Ensure appropriate arrangements are in place for grant agreements, claims, monitoring, project performance and compliance.

4. Performance, Monitoring & Evaluation

- Establish and maintain an effective programme performance framework aligned to UK Government requirements and the outcomes agreed by the Cwmbran Neighbourhood Board.
- Ensure appropriate baseline information, outputs, outcomes and performance indicators are identified and monitored.

- Review programme performance regularly, identifying areas of progress, underperformance, risk and opportunity.
- Oversee the preparation of monitoring returns, programme reports, evaluations and information required by UK Government, the accountable body and the Cwmbran Neighbourhood Board.
- Lead periodic reviews of programme performance and use learning to inform future delivery and investment decisions.
- Ensure programme records and evidence meet audit, assurance and funding requirements.

5. Partnership & Stakeholder Leadership

- Act as the principal programme point of contact for UK Government, the accountable body and key strategic partners.
- Build and maintain effective relationships across the public, voluntary, community and private sectors to support successful programme delivery.
- Represent Cwmbran Futures at appropriate local, regional and national meetings, networks and working groups.
- Provide advice and guidance to Board members, delivery partners and prospective applicants on programme priorities, governance arrangements and funding requirements.
- Identify opportunities for collaboration, additional investment and partnership activity that contribute to the Cwmbran Futures vision.
- Promote shared ownership of the programme across partners and stakeholders.

6. Programme Team Leadership & Coordination

- Provide programme leadership and day-to-day coordination across the Cwmbran Futures team, ensuring the Project Officer and Engagement & Communications Officer work to shared priorities and delivery plans.
- Work with the Partnership & Project Manager to ensure programme objectives and priorities are appropriately coordinated across the team, with due consideration given to workloads and capacity.
- Provide professional guidance and direction to programme staff in relation to Cwmbran Futures delivery, whilst formal employment supervision and line management remain within TVA's management arrangements.
- Ensure effective coordination between programme management, governance, community engagement and communications.
- Promote a collaborative and solution-focused approach across the programme team and wider partnership.
- Support shared learning, continuous improvement and effective communication across all programme workstreams.

7. Engagement & Communications Oversight

- Ensure community engagement and communications are embedded within programme planning and decision-making.
- Work closely with the Engagement & Communications Officer to ensure the Cwmbran Futures Engagement Strategy and Communications Plan support the Board's vision and programme priorities.

- Ensure community insight and engagement findings are presented to the Board and used to inform programme development and investment decisions.
- Support a coordinated approach to programme communications, ensuring information is timely, accessible and consistent.
- Act as a senior representative and ambassador for Cwmbran Futures.

8. Compliance, Assurance & Continuous Improvement

- Ensure programme delivery is undertaken in accordance with UK Government funding requirements and the Memorandum of Understanding (MoU) between TVA and the Accountable Body, including compliance with agreed governance arrangements, roles and responsibilities, assurance processes, monitoring requirements, financial controls, audit requirements and grant conditions.
- Act as the principal operational link between TVA and Torfaen County Borough Council as Accountable Body, maintaining effective relationships with the Section 151 Officer, Finance Team and relevant officers to support effective programme governance, financial oversight, assurance, compliance and accountability arrangements.
- Work with the Project Officer, TVA and the accountable body to ensure appropriate programme systems, processes and controls are maintained.
- Identify opportunities to improve programme systems and ways of working throughout the funding period.
- Ensure appropriate arrangements are established for programme closure, records retention and final evaluation when required.

9. Team Collaboration & Organisational Support

- Work collaboratively with TVA colleagues and programme partners to ensure joined-up delivery.
- Represent Torfaen Voluntary Alliance and the Cwmbran Futures Programme professionally.
- Contribute to organisational learning, partnership development and continuous improvement.
- Carry out any other duties commensurate with the responsibilities of the post, supporting the successful delivery of the Cwmbran Futures Programme and the wider objectives of Torfaen Voluntary Alliance.

Hours of Work:	Thirty-seven hours per week. The post holder may be required to work some evenings and weekends. Flexibility and time off in lieu will be provided.
Probation:	There will be a three-month probationary period.
Holidays:	Annual leave entitlement as per contract of employment.
Pension:	Torfaen Voluntary Alliance operates a contributory pension scheme.
Training:	Training opportunities will be identified through supervision and appraisal.

PERSON SPECIFICATION

Job Title: Cwmbran Futures Programme Lead Officer

Please ensure you relate your experience to the Person Specification and Job Description within your application.

Education / Qualifications / Knowledge

Requirement	Essential	Desirable
Degree level qualification or equivalent significant experience relevant to programme management, regeneration, business, finance or related field	✓	
Project management qualification or significant equivalent experience	✓	
Strong understanding of programme and project governance	✓	
Knowledge of externally funded programmes and associated compliance requirements	✓	
Knowledge and understanding of UK Government Pride in Place funding		✓
Knowledge and experience of developing and delivering investment plans and/or regeneration strategies		✓
Understanding of public, voluntary and community sector partnership working	✓	

Experience

Requirement	Essential	Desirable
Significant experience of managing complex programmes or multi-agency partnership projects	✓	
Experience of managing significant programme or project budgets	✓	
Experience of working with Boards, partnerships or senior governance structures	✓	
Experience of externally funded programme management	✓	
Experience of developing and implementing effective programme management and governance systems	✓	
Experience of monitoring financial and qualitative performance information and presenting findings	✓	
Experience of grant programme management, assessment and monitoring	✓	
Experience of preparing reports and recommendations for senior stakeholders or decision-making bodies	✓	
Experience of working within regeneration, place-based or community programmes		✓
Experience of UK Government or Welsh Government funded programmes		✓
Experience of working within or alongside the voluntary and community sector		✓

Skills and Abilities

Requirement	Essential	Desirable
Strong programme and project management skills	✓	
Excellent leadership and coordination skills	✓	
Ability to provide direction and coordinate the work of a programme team	✓	
Strong financial management and analytical skills	✓	
Excellent written and verbal communication skills	✓	
Ability to prepare and present complex information clearly to Boards, partners and senior stakeholders	✓	
Strong partnership and stakeholder management skills	✓	
Ability to manage risk, competing priorities and strict deadlines	✓	
Ability to interpret funding requirements and translate them into effective programme arrangements	✓	
Ability to exercise judgement, identify emerging issues and develop practical solutions	✓	
Strong organisational skills and attention to detail	✓	
Competent in Microsoft Office and programme management systems	✓	

Personal Attributes

Requirement	Essential	Desirable
Strategic and solution-focused approach	✓	
Proactive and self-motivated	✓	
Collaborative leadership style	✓	
Strong interpersonal skills	✓	
Professional and politically aware	✓	
Commitment to equality, diversity and inclusion	✓	
Commitment to continuous professional development	✓	

Other Requirements

Requirement	Essential	Desirable
Ability to work flexibly, including occasional evenings and weekends	✓	
Ability to communicate in Welsh, or willingness to learn		✓
Ability to travel throughout Cwmbran, Torfaen and surrounding areas as required by the role	✓	