



Programme Manager - Children's Services

Salary: Band 12 - £50,787 to £54,999 per annum

Hours per week: 37 hours per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs / This role is based 5 days per week in the Civic Offices.

Location: Civic Offices, Guildhall Square, Portsmouth

Contract type: 12 month fixed term

Children's Safeguarding Roles: Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

The Children, Families and Education Directorate is primarily focussed on delivering its statutory duties as well as a range of high-quality traded services.

What is the role?

- To work across Children, Families and Education offering programme management and project management support to managers, teams, services and functions as needed.
- To work with senior leadership on improvement planning and service development in line with local ambitions and national reforms and legislation.
- To provide a high-quality monitoring and reporting function for a number of key strategies in the City e.g.:
 - Safeguarding Strategy
 - Corporate Parenting Strategy
 - Youth Justice Strategy
- To lead on multi-agency quality assurance activity on behalf of the Portsmouth Safeguarding Children Partnership.
- To lead on other work areas on behalf of the Portsmouth Safeguarding Children Partnership as required.
- Working under the direction of the Assistant Director, provide specialist programme management across the Directorate.

Who is the person?

You need:

- Proven ability to lead and coordinate multiple workstreams to deliver organisational objectives within agreed timescales and budgets.
- Experience in supporting senior leaders through strategic planning and implementation to achieve service vision and goals.
- Strong capability in overseeing strategic initiatives and ensuring alignment with business priorities.
- Excellent interpersonal skills with the ability to build effective relationships across multi-agency teams, including internal departments such as Finance, IT, and HR.
- Experience in engaging with and presenting to multi-agency Boards and stakeholder groups, responding to challenge and support constructively.
- Ability to ensure that key partners and stakeholders are well-informed and engaged with strategic progress and improvement plans.
- Strong analytical skills with the ability to retrieve, interpret, and present complex data (including multi-agency and sensitive child-level data) to inform decision-making.
- Experience in designing and monitoring key performance indicators to track progress and identify trends.
- Ability to lead and contribute to multi-agency audit work, ensuring confidentiality and data integrity.
- Understanding of relevant legislative, inspection, and commissioning frameworks.
- Experience in ensuring compliance and embedding evidence-based quality assurance processes that drive service improvement.
- Ability to monitor and evaluate policy and practice to support continuous improvement and inform strategic direction.
- Demonstrated experience in contributing to the strategic development of service areas in collaboration with senior leaders.
- Ability to develop and implement effective, long-term solutions based on evaluation and performance insights.
- Commitment to innovation and continuous improvement, identifying and sharing best practices across services.
- A strong commitment to incorporating the voices of children, young people, families, and communities into service and strategy development.

General Data Protection Regulation (GDPR)

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