

Job Profile

Job Title	Lead Programme Manager		
Reports to (job title)	Head of Programme and Performance Monitoring		
Job Reference No.	HOMEJD852	Date of issue:	June 2025

The job in a **nutshell...**

You run and manage Development's governance and compliance processes, ensuring the business knows what it is approving and are aware of any performance or compliance issues. Through strong relationships with external stakeholders, you secure funding and manage funding programmes that support the successful delivery of our Right Homes in the Right Places Strategy. You help keep a clear view of our programme and how upcoming and future opportunities might fit in.

What **success** will look like...

Business As Usual governance and compliance processes for our Development and Asset programmes run smoothly. You manage the Development Investment Panel, Asset Investment Panel, and Property Acceptance process on time and to the right standards. Capital expenditure and development approvals are managed and reported in line with KPI's and your clear advice on investment gateway requirements support colleagues accountability.

External relationships with partners such as Homes England, the Greater London Authority, Local Authorities, Department for Energy Security and Net Zero, and private suppliers are strong and productive. Quarterly and annual funding returns are submitted on time and without any errors. New funding opportunities are identified and secured to support the delivery of new homes. Grant programmes are managed well from bids to drawdown, with forecasts provided regularly.

The Social Housing Decarbonisation Fund Wave 3 (and any future decarbonisation programme) are coordinated effectively that ensures requirements are met and grant is drawn down in a timely manner, and in line with the grant agreements.

Our Development team are empowered through your expert guidance on funding availability, programme eligibility and conditions. This ensure new homes can be delivered without delays or funding issues. Our Recycled Capital Grant Funding budget is well controlled. Allocation of fund to projects is managed carefully as is reporting both internally and to our funders.

Successfully leading our programme management activity, you support the delivery of our Right Homes in the Right Places strategy. You use your stakeholder management and influencing skills to work closely with our Development team to carefully monitor the progress of development schemes against approvals, budgets and the business plan. Risks and issues are identified early and reported clearly, so action is taken quickly to keep things on track.

The annual Compliance Audit process operated by our funders is coordinated effectively. You manage the relationship with the appointed auditors well. Regular checks on live schemes are carried out throughout the year to minimise non-compliance.

You support annual Business Planning and continually monitor against the output of Business Planning activity throughout the year. You work closely with our development teams to ensure expenditure, starts, and handover forecasting is accurate. Loan drawdown is used effectively and avoids costs related to unspent loan facilities. A pipeline of future projects is maintained through your coordination of new business meetings.

Through regular programme reviews, you drive continuous improvement. Change projects are supported through triaging, mapping and implementation.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We know how the world works and our place in it</p> <ul style="list-style-type: none"> • Has the appropriate skills and experience • Take ownership for understanding the external influences on Home Group and what our competitors are doing • Take responsibility for making sure your knowledge is up to date; read and listen to updates about our sector and internal communications 	<p>Educated to degree level or equivalent with extensive experience in a related role and credibility in the housing sector</p>
<p>We have a win-win mentality</p> <ul style="list-style-type: none"> • Be positive and solutions focused • Work with others as part of one Home Group team • Applying legislation, working within policy and procedures 	<p>Extensive experience in the end-to-end housing and development processes with knowledge and understanding of funding regimes in the sector</p>

<p>We are self starters</p> <ul style="list-style-type: none"> • Be a self-starter • Build a report and develop relationships • Provide praise and feedback which helps other to develop 	<p>Significant experience in programme management and in managing governance and compliance processes</p>
<p>We have an eye for detail</p> <ul style="list-style-type: none"> • Pays attention to the details • Understand the direction we are taking and explain the reasons behind the key decisions • Say no when appropriate; don't be de-railed 	<p>Ability to analyse data at a detailed level and apply to a strategic level. A strong influencer with excellent skills in partnership working and negotiation.</p>

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

<p> End to end knowledge of the residential development process </p>
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We're all **accountable** for...

<p>Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.</p> <p>Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.</p> <p>Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.</p> <p>Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.</p> <p>Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.</p>

Other **important** stuff...

You'll be a budget holder? | No ☒ Yes ☐ ... up to £ [Click here to enter text.](#) |

You'll manage people? | No ☐ Yes ☒ ... around two | direct reports

OFFICIAL

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☒ Regular ☐ Frequent ☐

This role requires a DBS check No ☒ Yes ☐

Basic ☐ Standard ☐ Enhanced ☐

