

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Programme Manager</b>
<b>Reporting to</b>	<b>CEO</b>
<b>Salary</b>	<b>£25,000 - £29,000 Depending on experience</b>
<b>Benefits</b>	<b>25 days annual leave, Employer pension contributions</b>
<b>Location</b>	<b>Central London</b>

**The objective is to support and promote the work of Wikimedia UK which includes Wikipedia and other open content.**

**To do this, the Programme Organiser will need to:**

- Support the CEO by developing and delivering WMUK's programme of activities throughout the UK
- Manage staff (Glam and Education organisers) and interns as appropriate to enable the programme to be delivered.
- Support and encourage the participation of volunteers in the activities of Wikimedia UK.
- Be part of the office team delivering the Wikimedia UK plan
- Build a relationship of trust with the board and the broader Wikimedia community
- Be accountable for the budgeting and resources for the events and wider programme

### **Key responsibilities**

#### **Management duties**

- Work with the CEO to develop the programme of activities appropriate to the needs of Wikimedia UK
- Oversee Wikimedia UK events as appropriate
- Report to the CEO and Office Manager ensuring that expenditure is controlled in line with the relevant budgets
- Prepare regular, publically available, reports to the CEO and board on the programme programme of the charity, including assessments of success and ensure these are openly available
- Be responsible for all aspects of the programme working with colleagues and volunteers to make it professionally run and delivered.
- Handle all documentation regarding the relevant parts of the programme, including evaluation, and support the Office Manager in accounting for it financially.
- Encourage and promote the involvement of volunteers and ensure that volunteers are provided with opportunities to support and participate in the organisation
- Ensure that all events are managed safely with proper risk assessments undertaken
- Liaise with The Foundation and other chapters to develop good practice and where appropriate share the planning and delivery of the WMUK programme.

#### **Project Management**

- Prepare, run and evaluate the relevant parts of the programme as detailed in the Wikimedia UK plan
- Work with volunteers to ensure the greatest possible involvement of the Wikimedia UK community in the programme.
- Monitor the delivery and financial security of Wikimedia UK's programme.
- Ensure Health and Safety and Insurance matters are in order for all staff, volunteers and visitors at events
- Support and propose the development of new projects and partnerships – including processes, resources and metrics.
- Manage relevant partnership working.

## **PERSON SPECIFICATION Experience**

- Proven experience of project management involving the public and partner organisations.
- Experience of organising a wide range of events
- An understanding of delivering training at a variety of levels
- An understanding of the charity and not-for-profit sector (desirable)
- Experience of working effectively with a team of volunteers
- Experience of working in a charitable or not-for-profit environment (desirable)
- Track record in budgeting and of achieving financial balance.

## **Knowledge, Skills and Abilities**

- Passionate about the aims and values of Wikimedia UK
- The energy to support the CEO in growing an organisation from its earliest stages; vision, innovation, strategic thinking
- Good people management skills, with the ability to involve and inspire volunteers working remotely over geographically dispersed locations
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications.
- Excellent project management abilities
- Flexible approach, with the capability to be a team player in a high-growth start-up environment, and identify and manage opportunities and risk
- Logical, clear thinking, diplomatic and patient approach
- Ability to manage staff.
- Understanding of working with and managing volunteers; the ability to learn quickly and integrate within the Wikimedia community
- Ability to work flexible hours and locations as required
- Undertake training as required.
- An understanding of internet technologies, in particular wikis
- An understanding of the culture and policies of Wikimedia communities
- Knowledge of other languages (desirable)

Revised April 2013.