

JOB DESCRIPTION

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

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.