

Programme Manager (FTC – 6 months)



Design is everywhere....

*"From spoon
to city"*

Massimo Vignelli, Architect

Welcome from the Chief Executive – Minnie Moll

The Design Council is a truly extraordinary organisation with an amazing heritage and reputation. The calibre of our people, the extraordinary talent in our unique network of Experts and the impact we have by working with our clients, partners and Government is without comparison.

Recently we launched our new mission and its underpinning strategy: Design for Planet. The greatest challenge of our era is the climate crisis, so as the national strategic body for design, we will be focusing our efforts on galvanizing and supporting the 1.97m people across the design sector to make sustainability central to their work. Design shapes the world and will have a critical role to play in meeting Net Zero targets and beyond. As a design organisation we have power and responsibility to make a difference.

One aspect of our business model is delivering demonstrator projects. It is through these projects that we showcase the value of design, improve the frameworks of design, the skills of design and others understanding of design. We are always looking for fantastic colleagues to join us, and we currently have a vacancy for a Senior Programme Manager in the Impact Team who will project manage one or more of our high profile projects.

Thank you so much for your interest in our work and this role. At more than at any other time in our long and distinguished history, now is an incredibly exciting time to be at the Design Council.



Minnie Moll

About the Design Council



The Design Council's purpose is to make life better by design. And our mission is to do that by focusing on Design for Planet. The climate crisis is the greatest challenge of our lifetime and design has a critical role to play.

Design for Planet demands that designers and commissioners of design put planetary needs at the heart of their work to create sustainable products, services and places of the future.

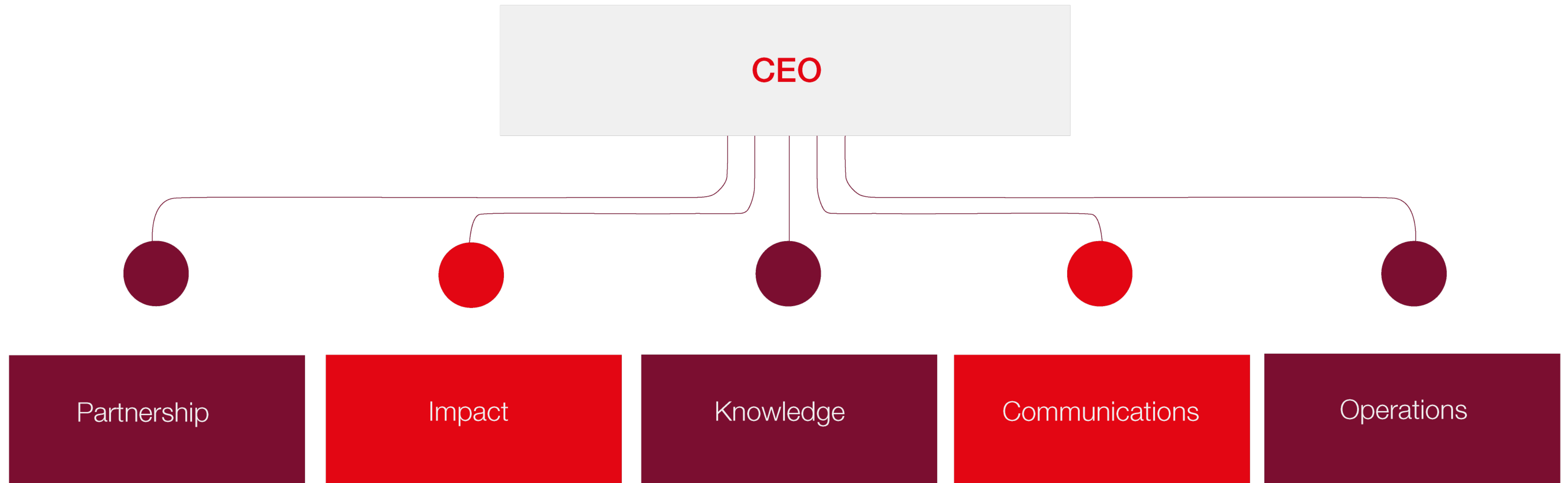
We commission pioneering evidence-based research, develop ground-breaking programmes and deliver policy and advocacy work to demonstrate the power of design and how it impacts the economy, business innovation, places and public services. We bring together designers and non-designers – from grassroots to government – and share with them our design expertise to transform the way they work.

Good design is inclusive design. We actively aim to build a diverse team, and we have a commitment to do that (see our [Equality, Diversity and Inclusion statement](#)). We encourage conversations around flexibility in terms of location, hours and other arrangement so we can welcome people with different experiences, backgrounds and perspectives.

The Design Council is committed to the learning and development of its colleagues so that they gain the necessary skills to reach their full potential and progress within their profession and within the Design Council. We operate a structured career path on set criteria so that colleagues have a clear understanding of how they can progress, be recognised and rewarded.

Team structure

The Design Council is a team of around 40 people. As a small team with a massive remit, we work collaboratively within this structure:



Design Council teams

We have 5 teams at the Design Council, all headed by a Director and working collaboratively to achieve our mission.

Partnerships: this small team leads the identification and formation of our strategic partnerships, including UKRI/AHRC, new clients and our work with other Design Council around the world. They coordinate all our business development.

Impact: this team delivers our client funded projects. These projects show the power of design in addressing specific climate crisis challenges faced by our society which we use as case studies that we then share with others. The Impact team works in two key thematic areas: Place & Infrastructure and Product & Service.

Knowledge: this team are the custodians of our research, frameworks and toolkits and they also commission new work to develop our understanding plus they work with colleagues in Impact to extract knowledge from our demonstrator projects.

Communications: this team deliver on one of our charitable objects by ensuring that the design community, business and the general public are informed of our work and have access to our research, frameworks, toolkits and case studies.

Operations: this team provides our One Operating System for all our work and professional advice and guidance in areas including Finance, HR, IT/Systems and Governance.

About the role

Programme Manager

We are looking for an exceptional candidate to join our team on a fixed-term basis (6-month FTC) and manage the successful delivery of a range of projects in the architecture and infrastructure space.

We are seeking a passionate individual who wants to accelerate place-based innovation by design and to influence others to see place- and infrastructure as fundamental to our societal transition to a sustainable and regenerative world for all.

In this role, you will be responsible for the development and programme management of a portfolio of projects in our place and infrastructure team, working with Design Council Experts, and managing client relationships to deliver exceptional project outcomes and in doing so, to support the Design Sector in taking a key role in tackling the climate crisis.

Salary £40,000+

Contract 6-month Fixed Term Contract

Reports to Place + Infrastructure Innovation Lead

Location Hybrid working with 2 days per week minimum (preferably more) in our office at 22 Bishopsgate, London.

This role may sometimes involve travel and non-core hours as required in accordance with the needs of the projects you would be managing.

Key responsibilities and activities

Programme Manager

Business and Programme Development

- Leading on the planning, delivery and day-to-day management of programmes of work in the place and infrastructure sectors with a focus on our infrastructure portfolio
- Managing projects to deliver effective, high-quality outcomes, and efficiencies, in line with agreed project objectives.
- Working with the Place Innovation Lead and Senior Programme Managers to define, scope, develop and convert new business opportunities and projects.

Client and Programme management

- Development and day-to-day management of high-quality client relationships across the project portfolio
- Successfully and efficiently manage projects to time and budget
- Managing resources and relationships with key partners, clients and Design Council Experts to ensure exceptional standards of service and content development and delivery in this mission
- Ensuring projects are delivered to agreed contracts, meeting high quality standards, financial targets and deliverables on time
- Supporting in the professional development of colleagues

Design Council representation

- Providing insight, advice and support regarding sustainable and regenerative place-based design to internal and external audiences
- Developing contacts and influence in relevant external networks extending beyond existing projects' and clients' focus to gather and promote insight and best practice and position Design Council

About you

Skills & Experience

Programme and Project Management

- An experienced programme manager with a proven track record of success in managing multiple complex projects with delivery on time and to budget.
- Experience and expertise working in the place and infrastructure sector and a solid understanding of sustainability challenges and approaches within the sector.
- Confidence in effectively engaging with clients and managing client relationships.
- Ability to build successful relationships with external stakeholder organisations including local authorities, government bodies and community organisations.
- Experience of or exposure to developing community-led responses to planning, eg. through engaging in neighbourhood plans.
- Confident and adaptable user of IT systems including project management tools.

Design thinking and skills

- Familiarity with applying systems thinking to complex problems, and understanding of how to incorporate it into client conversations.
- Strong experience of overseeing a portfolio of programmes while extracting insights from them and continually improving them.
- Ability to articulate and assess design quality in the context of programmes such as Design Coding and Design Reviews.
- Examples of creating Thought Leadership and an ability to raise the profile of the organisation and its work.
- Motivated and excited to evolve current design practice to prioritise climate-relevant approaches, specifically within place and infrastructure.

People management and skills

- Ability to work collaboratively, building creative consensus through a consultative approach and working across multiple stakeholders.
- Understanding and appreciation of the importance and value of diversity, equity and inclusion in building a positive workplace culture.

About you

Expert Knowledge & Qualifications

The successful candidate will also have the following:

- Academic and professional qualifications, or associated discipline, or equivalent experience in architecture, landscape architecture, urban design, environmental design, or planning
- Professional experience of engaging with and operating across the built environment system in a variety of roles or contexts
- Experience and skills across a selection of the following practices relevant to design, placemaking and the climate and biodiversity crises:
 - Housing delivery;
 - Retrofit and repurposing of existing assets
 - Town centre regeneration;
 - Sustainable planning and development;
 - Landscape character appraisals and assessments;
 - Environmental impact assessments;
 - Developing green and blue infrastructure frameworks, and ecological assessments;
 - Biodiversity net gain;
 - Flooding and drainage assessments;
 - Assessing embodied and operational carbon performance;
 - Whole life cycle analysis
- A project management qualification is an advantage.

About you

Other Requirements

Our Values & Behaviours

- **Boundless Curiosity.** Curious, up to date with design debates and relevant sustainability environments.
- **Inspire Possibility.** Passionate about creating change through design and the impact on our Design for Planet mission.
- **Powerful Together.** Inclusive and collaborative and supportive of others across the organisation

Corporate Responsibilities

- Proactively identify and manage risks and financial controls in relation to the Design Council and your specific area of responsibility
- Comply with the Design Council's operational policies and procedures including financial and risk management, project management and evaluation processes, brand guidelines, GDPR, information security and internal health and safety policy.
- Commitment to diversity, equity and inclusion and ethical behaviour at all times.

Benefits



The Design Council offers a number of benefits.

These include:

- 28 annual leave days pro rata (plus buy up to 5 additional days)
- 2 additional days for Christmas office closure
- Additional day off on your birthday
- 5% Employer Pension Contribution (up to 7.5% if matched)
- Hybrid working policy (working in office at least 2 days a week)
- Flexible working (if you require non-standard hours)
- Season ticket loan
- Cycle to work scheme
- Enhanced sick leave pay
- Enhanced maternity and paternity leave
- Employee Assistance programme
- Life Assurance Policy
- Summer working hours (finish early on Fridays in July & August)

Join us

Please submit your application via this [link](#) send by 9 July 2024.

Please email Ishbel Allotey, our HR Manager recruitment@designcouncil.org.uk if you have questions about the role.

The Design Council is fully committed to being a diverse and inclusive organisation. We welcome applications from everyone who meets the criteria. If you need any additional support, please do send in an early alert to our HR Manager.

Visit designcouncil.org.uk to discover more about our work and mission.



“The fundamental idea of design is to make the world a better place”.

Bruce Mau, Designer

