

## **Senior Programme Delivery Coordinator (1.0 FTE)**

Voluntary Sector North West (VSNW) is the regional voluntary sector network for the North West. Our aim is to ensure the voluntary, community, faith and social enterprise sector, in all its diversity, takes its full part in shaping the future of the North West.

We are seeking a Senior Programme Delivery Coordinator to coordinate programme delivery across VSNW, ensuring effective delivery of activities, stakeholder engagement and Key Performance Indicators, **with a core focus on the Answer Cancer programme**, and to support organisational programme coordination and operational activities.

**Salary: £ 38,220 per annum (1.0 FTE), NJC point 27**

**Working hours: 35 hours per week**

**7% pension contribution (with 1% contribution by employee)**

**25 days annual leave plus bank holiday (pro rata)**

This role is fixed term until 31 March 2027 and subject to a six month probation period. The role may be extended beyond March 2027 subject to funding availability.

To apply for, or to further discuss this role, please email [recruitment@vsnw.org.uk](mailto:recruitment@vsnw.org.uk), subject "Senior Programme Delivery Coordinator" for the attention of Yen Tan, Operations Director of VSNW.

**Final application Deadline: 9a.m., Wednesday 29<sup>th</sup> April 2026.**

We will review applications as they are received and may invite suitable candidates to interview before the closing date. We would therefore encourage early applications.

We reserve the right to close this vacancy early if a suitable candidate is identified.

**Working arrangement:** Hybrid working (numbers of days per week remote and in an office to be agreed).

Please note application via application form only. CV can be used in support of the fully completed application form but will not be sufficient on its own. Job details and application form available from our website: <https://www.vsnw.org.uk/jobs>

## **Senior Programme Delivery Coordinator (1.0FTE)**

**Fixed term to 31<sup>st</sup> March 2027**

### **JOB DESCRIPTION**

35 Hours per week  
25 days annual leave plus 8 bank holidays (pro rata)  
NJC Point: To be assessed and confirmed  
7% pension contribution (1% contribution by employee)

Location: Hybrid / Manchester

#### **Main Purpose**

The Senior Programme Delivery Coordinator will coordinate programme delivery across VSNW, ensuring activities, stakeholder engagement and Key Performance Indicators are delivered effectively and in line with agreed objectives, with a core focus on the Answer Cancer programme.

The role will support the Operations Director in coordinating delivery across VSNW programmes and operational processes, including contributing to engagement activities linked to research and partnership initiatives.

#### **Reporting Responsibility**

The post holder will report to and be managed by the Operations Director of VSNW.

#### **Principal Duties**

##### **1. Operational Coordination Support (cross organisation)**

Support the Operations Director in coordinating delivery across VSNW programmes, including liaising with colleagues to track project deliverables, contributing to operational coordination across the organisation, and supporting alignment of work across teams and programmes.

Provide coordination support to other VSNW programmes, including supporting engagement activities linked to research, community partnerships and programme delivery.

Support the coordination of funding and grant related activities where required, including assisting with information gathering, reporting and coordination of project deliverables linked to funded programmes.

## **2. Organisational Support**

Support organisational activities led by the Operations Director, including contributing to policy updates, organisational processes and coordination of operational activities where required.

## **3. Subcontractor Coordination**

Support the coordination of subcontractors and delivery partners involved in programme delivery, ensuring activities are delivered in line with agreed plans and timelines.

## **4. Programme Delivery Coordination**

Coordinate the delivery of programmes across VSNW, ensuring activities, stakeholder engagement and Key Performance Indicators are delivered effectively and in line with agreed objectives.

Act as the coordinator for the Answer Cancer programme, taking primary responsibility for its delivery, partnership engagement and performance management, and coordinating the contributions of colleagues providing communications, data and administrative support to the Answer Cancer programme, working closely with them to ensure effective and joined up delivery.

## **5. Partnership and Stakeholder Engagement**

Work with VCFSE organisations, delivery partners, employers and wider stakeholders across VSNW programmes, including Answer Cancer, to support collaborative working, engagement activities and effective programme delivery.

Maintain relationships with partners and participating organisations, and attend relevant programme and partnership meetings, coordinating follow up actions where required.

## **6. Programme Monitoring and Reporting**

Coordinate programme monitoring and reporting across VSNW programmes, with primary responsibility for Answer Cancer and supporting other programmes, ensuring accurate recording and reporting of activities and outcomes.

## **7. Communications and Newsletter**

Work with colleagues across VSNW programmes to ensure alignment and connectivity across projects and activities, and take primary responsibility for coordinating the Answer Cancer newsletter, website and social media content, including sourcing content, drafting material and supporting timely publication.

## **8. Events and Engagement Activities**

Work with colleagues to support alignment between VSNW stakeholder events and programme delivery.

Coordinate Answer Cancer events and engagement activities, including programme meetings, training, Cancer Champion activities and the annual Champions Appreciation event.

## **General**

1. To promote and uphold the values of VSNW at all times.
2. To continuously develop and share knowledge within key partnerships and the VSNW team.
3. At all times to take account of equal opportunities considerations when working with the VCFSE; paying particular attention to the needs and perspectives of groups and communities who are marginalised or excluded from participation in sub regional governance.
4. To be a co-operative and supportive member of the VSNW staff team, ensuring that all members are aware of any issues in the post holder's workload which may impact on other staff or partners.
5. To encourage North West VCFSE partners to be active members of VSNW.
6. To observe all policies and procedures that are determined by VSNW's Board of Trustees, e.g. Health & Safety.
7. To undertake regular supervision with your line manager and to keep them informed of significant developments in the progress of work.
8. To undertake such tasks as may be reasonably requested by the Chief Executive and Operations Director of VSNW to further the objects of the organisation in alignment with its values.

**Yen Siang Tan, Operations Director, VSNW, March 2026**

## **Senior Programme Delivery Coordinator**

### **PERSONAL SPECIFICATION**

#### **Experience**

1. \*Experience coordinating projects or programmes within the voluntary, community, faith or social enterprise sector.
2. \*Experience working with a range of partners and stakeholders.
3. \*Experience supporting delivery of projects or programmes and monitoring progress.
4. \*Experience organising meetings, engagement activities or events.
5. Experience supporting funded projects or coordinating activities linked to grant funded programmes.
6. Experience working in health engagement, community engagement or partnership programmes.
7. Experience supporting collaborative projects or multi partner initiatives.

#### **Skills, Knowledge and Abilities**

1. \* Ability to take initiative and proactively drive programme activities forward, while exercising sound judgement and working collaboratively with colleagues.
2. \*Ability to coordinate multiple programme activities across a range of projects and support delivery of funded programmes.
3. \*Strong organisational and programme coordination skills.
4. \*Ability to manage multiple priorities and deliver work to agreed timelines.
5. \*Strong written and verbal communication skills.
6. \*Ability to build relationships with a range of stakeholders.

7. \*Ability to work independently while collaborating effectively as part of a team.
8. Understanding of the VCFSE sector and partnership working.
9. Familiarity with programme monitoring or reporting processes.

## **Other requirements**

1. Commitment to development work that empowers participants and communities.
2. Commitment to working collaboratively with VSNW team members and partners.
3. \*Willingness to travel widely across Greater Manchester when required.
4. \*Adherence to VSNW's Equal Opportunities Policy.

## **\* Essential criteria**