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# WE NEED YOU

## WE'RE LOOKING FOR

Programme Manager

### LOCATION:

Southeast – occasional Reading Office days

### WORKING HOURS:

Monday – Friday, 37.5 hours per week

### SALARY/DAY RATE/GRADE:

£35,000 - £40,000 per annum (12 month Fixed Term Contract)

### OTHER BENEFITS:

10% Bonus, Life Assurance, Discount portal, Aviva Pension, HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

### CONTACT TYPE:

Fixed Term Contract

### REPORTING IN TO:

National Training and Content Manager

blue square.

## WE'RE LOOKING FOR A STRATEGIC AND OPERATIONALLY RIGOROUS PERSON

We are seeking an experienced Programme Manager to lead the delivery of a high-profile Hearts & Minds programme across the Southeast. This is a strategic, multi-faceted initiative involving multiple interconnected workstreams, significant investment, and delivery across both physical and digital channels.

The role is central to ensuring seamless coordination across multiple internal and external agencies, senior client stakeholders, and delivery partners. You will be responsible for driving pace, alignment, and quality across a broad programme of brand training activations, supported by a new digital platform designed to engage, educate, and inspire. This is a highly visible role requiring strong programme leadership, excellent stakeholder management, and a sharp operational mindset.

## TO MAKE A REAL DIFFERENCE IN THESE AREAS

### PROGRAMME LEADERSHIP & OWNERSHIP

- Lead and manage the Hearts & Minds programme, ensuring all workstreams are delivered on time, to scope, and within a large, complex programme budget.
- Own end to end programme delivery across multiple workstreams, ensuring clear priorities, dependencies, and milestones are managed effectively.

### DELIVERY & ACTIVATION MANAGEMENT

- Oversee the rollout and ongoing optimisation of a digital platform that supports engagement, learning, and activation across audiences.
- Manage the delivery of multiple brand training activations, including live experiences, events, and integrated digital touchpoints.

### STAKEHOLDER & PARTNER COORDINATION

- Act as the central point of coordination across multiple internal and external agencies, delivery partners, and client stakeholders.

### GOVERNANCE, REPORTING & OPERATIONS

- Establish and maintain robust programme governance, reporting, and ways of working to track progress, risks, and outcomes.
- Maintain a strong operational grip on delivery quality, timelines, and stakeholder experience.

### STRATEGIC ALIGNMENT & COMMUNICATION

- Provide clear, confident updates to senior stakeholders, highlighting progress, risks, dependencies, and opportunities.
- Ensure programme activity aligns with wider business objectives, brand strategy, and commercial priorities.

HP  
Programme  
Manager

## OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're experienced in delivering complex, multi workstream programmes in a fast-paced environment.
- You're experienced in working across digital platforms, live activations, and blended delivery models.
- You're strategically strong, with the ability to translate high level objectives into executable delivery plans.
- You're excellent at stakeholder management, with experience working with senior clients and multiple agencies.
- You're highly organised, with strong attention to detail and a delivery focused mindset.
- You're experienced in managing large programme budgets and balancing investment against impact.
- You're an exceptional communicator, with strong reporting and problem-solving skills.

**Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.**

