

Job Description

Job title:	Senior Development Programme Manager
Reports to:	Director of Development
Responsible for:	Direct line management responsibility

Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

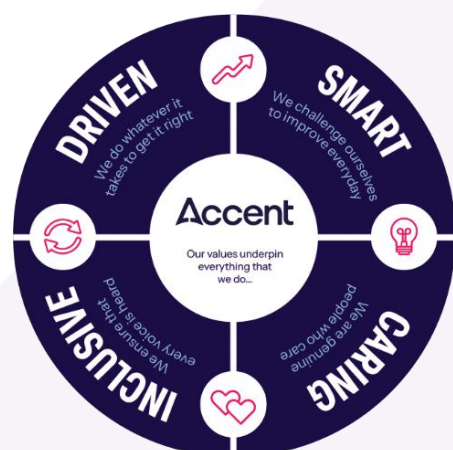
Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As Senior Development Programme Manager, you will play a pivotal role in managing the delivery of Accent's development programme and supporting delivery partners. You will lead on establishing effective programme management systems, liaising with Homes England and other funding bodies to ensure targets are met. You will also be responsible for coordinating bids, reviewing performance, and ensuring compliance with funding agreements. Through your leadership, you will enable the team to deliver successful development projects, contributing to Accent's growth strategy.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

In this role, you will demonstrate Accent's values by ensuring that the development programme runs smoothly and efficiently. Your smart approach to managing large-scale projects, combined with your attention to detail, will ensure all obligations to funders are met. You will remain driven to continuously improve programme performance, providing timely and accurate reports to stakeholders. As a leader, you will adopt a caring approach to supporting both your team and partners, while fostering an inclusive environment where everyone feels empowered to contribute.



Key Responsibilities and Duties

- Lead Accent's development programme management service, maintaining accurate and timely performance data for use in a variety of formats across the business, and for Accent Board and committees
- Work with Finance colleagues to ensure budgets and business plans reflect Accent's strategy for building new affordable homes, and provide capacity to deliver commitments to Homes England
- Manage and monitor the progress of the development programme as part of Accent's Performance Development Framework
- Work closely with Homes England and Accent's delivery partners to meet agreed development targets. Identify and address programme performance issues as they arise.
- Coordinate the preparation of new bids for affordable housing programmes and manage in-year approvals and any new development targets.
- Prepare monthly and quarterly performance reports and forecasts for Homes England, attend performance meetings and act as the principal contact for all programme-related queries.
- Oversee the annual Homes England Financial Audit and Compliance Audit processes, ensuring that all necessary documentation is maintained, and all audit requirements are met.
- Support the development team with the appraisal and monitoring of schemes using development tools and systems and manage the user groups for these tools.
- Collaborate with the Group Finance team to ensure that grant allocations are managed effectively and that programme management services are invoiced to partners.
- Provide leadership and guidance to Assistant Development Programme Managers and Development Programme Coordinator, fostering a collaborative and high-performing team environment.

Leadership Responsibility

As leaders at Accent, we are tasked with more than just achieving organisational goals; we are entrusted with the responsibility to create an environment where every colleague can thrive. To do so, we must embody the core competencies that define true leadership.

- Ensure we build a customer first culture within our teams and the wider organisation.
- Ensure we engage and are committed to the wider vision of the organisation and its goals always working collectively to achieve the best outcomes for our customers.
- Proactively and positively give feedback directly to colleagues and leaders when there may be an opportunity to improve behaviours. At Accent we want an open and transparent culture and must always act with integrity towards our peers and colleagues and not engage any disrespectful behaviours.
- Invest in personal development and development of our teams, fostering growth through continuous development, coaching, and challenging experiences.
- Inspire innovation by encouraging new ideas, diverse thinking, and a culture of continuous improvement.
- Drive forward making bold decisions, tackle difficult issues, and grow from setbacks.
- Building trust, collaborating openly, and valuing inclusion, creating safe spaces where every voice is heard and respected across the whole organisation.
- Align our actions with a clear vision and purpose, taking decisive action to achieve results while always keeping our commitments.
- Embody care, ensuring that compassion and accountability are at the heart of everything we do.
- Work to the Accent competencies, always achieving the highest standard of conduct and integrity.

The must haves:

- CIH Level 4 Certificate in Housing (or equivalent qualification) or willingness to work towards or qualified through experience.
- Proven experience in managing large-scale development projects, including leadership of multi-disciplinary teams.
- Knowledge of project management principles and methodologies, and experience with budget management and cost control.
- Excellent communication skills, with the ability to prepare reports and present to Boards, community groups, and other stakeholders.
- Familiarity with government housing policies and their impact on development programmes.
- Experience in managing public funding for capital projects.
- Competency with development appraisal and monitoring systems.
- Access to a vehicle and a valid driving licence, with a willingness to travel as needed

The added extras:

- Experience in managing staff and supporting their development.
- Recognised project management qualification, such as Prince2.
- Awareness of Accent Group's aims and purpose.

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.

