

## Application Pack: Programmes Manager

### Background

The EPIC Restart Foundation empowers people to restart positive lives after gambling harm.

*“The single best thing I have ever done for myself. I have a renewed sense of power over my life, my mindset, and my goals. A genuinely life changing experience.”*

We are an independent charity founded in lived experience of gambling harm. We are driven by our passion to ensure people are supported to sustain long term recovery and more fulfilling, purposeful lives. We work closely with people in recovery, the National Gambling Support Network and expert delivery partners to pioneer innovative approaches that are empowering people to rebuild their lives. We also build crucial awareness of recovery support pathways and break down the stigma around gambling addiction.

We have filled a significant support gap, and we are respected for our empowering approach. Our **EPIC Restart Community** is a powerful lived experience online network offering inspiration, learning and connection after gambling harm, and our intensive support programmes provide life-changing events, personal development opportunities and person-centred recovery coaching.

We are proud of the impact we are making and have a wealth of evidence to demonstrate positive transformations. This is a great time to be joining the EPIC Restart Foundation as we rapidly expand our team to meet increasing demand for our support.

### Programmes Manager

With an expanding portfolio of programmes, we are seeking a highly motivated **Programmes Manager** with a proven track record in programme management and delivery, to join our growing team.

Working closely with the Head of Programmes and colleagues in our small team, you will manage the delivery of EPIC Restart programmes, working hands-on to support and manage a wide range of activities, embedding good project management principles across our programmes and driving successful outcomes.

70% of our team and trustees have experienced gambling harm either directly or indirectly. Lived experience is an advantage but not an essential requirement for this role, as you will be collaborating with colleagues who provide their lived experience insights to inform our activities. But you must be passionate about making a difference and excited by the opportunity to transform lives, support people in recovery and sensitive to their needs.

### Essential knowledge, skills & experience include:

- A proven track record in project planning, execution and events management
- Experience in implementing quality control measures to ensure programme deliverables meet or exceed standards.
- Demonstrable ability to identify and manage risks and issues.
- Outstanding organisational and time management skills - good at managing multiple projects, able to negotiate deadlines and manage conflicting priorities.
- Excellent IT and digital skills including the use of Microsoft Office, Excel and PowerPoint
- Experience of monitoring, evaluating and reporting against operating plans and budgets
- Excellent team working skills – able to build relationships and support colleagues to develop their project management skills, fostering a culture of trust and mutual respect.

## **Key Responsibilities include:**

- Work with the Head of Programmes to develop and execute comprehensive Programme plans, outlining scope, goals and deliverables and securing the overall integrity of our programmes.
- Establish project management disciplines across EPIC Restart activities, working collaboratively to coordinate and successfully deliver a wide range of programmes and events.
- Assist with scoping and designing new projects, developing cost estimates and business cases.
- Establish clear communication channels, providing updates and reports on progress, challenges, and milestones.
- Support the Head of Programmes to manage programme budgets, monitoring expenditure and costs against delivery.
- Proactively monitor project progress with the team, resolving practical issues and managing risks

**Contract:** Full time - 2-year fixed term contract.

**Terms:** Annual salary: £36,000 pa. Taxed at source.

**Location:** Remote, working at home online using our workplace management system, with regular UK travel to meetings and events (travelling expenses and subsistence paid and time off given in lieu of evening and weekend working).

The position is available immediately on a full-time basis. (We would be happy to discuss arrangements for flexible or part time working but you must be available for a minimum 0.8FTE).

## **Diversity, Inclusion and Safeguarding**

EPIC Restart Foundation is committed to creating an inclusive culture. We understand the importance of incorporating all aspects of diversity, equity, and inclusion in everything we do. We aspire to increase the diversity of our team and we encourage candidates with a range of work and life experiences to apply, in particular people from ethnic minority groups, who are underrepresented in our organisation.

We believe everyone should feel safe in their working environment and be supported to achieve their potential. This role will require an Enhanced DBS check and be subject to satisfactory references and online checks, but experience of the CJS is not an automatic barrier to joining our team.

## **How to apply**

Send your CV and a supporting letter to [opportunities@epicrestartfoundation.org](mailto:opportunities@epicrestartfoundation.org) before the closing date. Your letter should explain why your interests, your experience and your skills make you a good fit for this role.

**Closing date: 12 noon Friday 7 June.**

Shortlisted candidates will be interviewed online.

Due to the high volume of applicants we receive, we will be unable to respond to everyone. But we will get in touch if you are shortlisted – thank you for your interest.

[www.epicrestartfoundation.org](http://www.epicrestartfoundation.org)