

Job Description

Role Title	Assistant Programme Manager, Scottish Transport
Job Family & Category	Project/Programme Management: Assistant Programme Manager
Team	Transport
Line Manager	Programme Manager
New/ Existing Role	Existing
Perm/ Fixed Term	Fixed term until 31 March 2024
Job Purpose	Reporting to the Programme Manager, this role will be responsible for the successful delivery of grant funding to businesses and local authorities for a new pilot project in the sustainable transport sector.
Key responsibilities	<ul style="list-style-type: none"> ▪ Manage relationship with key Transport Scotland contacts and partner organisations. ▪ Ensure coordination between internal Energy Saving Trust teams including the Technical Team, Marketing and Finance. ▪ Complete regular reporting to Transport Scotland on key metrics and provide ad hoc reporting in a timely fashion when required. ▪ Assist in tracking and forecasting demand to provide accurate budget management. ▪ Maintaining good relationships with industry, stakeholders and delivery partners and ensuring any problems are identified and dealt with quickly and professionally. ▪ Quality control over processes and documentation.
Knowledge, skills, and qualifications required	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Strong project management skills with proven track record of successfully delivering contracts and of strong financial control of large-scale programmes. ▪ Excellent communication, interpersonal and relationship management skills, proven ability to develop and maintain strong, productive relationships with stakeholders. ▪ Skilled with Excel and confidence managing large volumes of data. ▪ Adept at multitasking and prioritising across competing demands. ▪ Good attention to detail.

	<ul style="list-style-type: none">▪ Experience working with a range of different types and sizes of organisation.▪ A demonstrable track record of meeting Key Performance Indicators.▪ Experience working in a busy and fast paced team.▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.
	<p>Desirable:</p> <ul style="list-style-type: none">▪ Experience dealing with grant offers and payments.▪ A graduate (or equivalent) in a relevant discipline.