

Job Description

Programme Advisor

Purpose of the role

Motability is a national charity which aims to enhance the lives of disabled people by improving their personal mobility. We provide a range of grants to help people with a range of disabilities and we oversee the Motability Scheme, through which some disabled people can use enhanced mobility benefits to lease a car, scooter or powered wheelchair.

At a time of growth and of new opportunities for the charity, we want to make faster progress to realise our vision to ensure that no disabled person should be disadvantaged due to poor access to transportation. We set up an innovation function to help support that ambition. In horizon scanning work conducted in 2020, the opportunity to establish an Evidence Centre for disability and transport was identified. This is seen to be a particularly opportune moment when low carbon ambitions are taking greater shape thus enabling a unique window to transform the lives of disabled people through greater inclusivity. Motability is perfectly positioned to enable greater understanding of disabled peoples' lived experience of transport, highlight systemic issues, and identify opportunities to better service the inclusive transport market through the development of a dedicated Evidence Centre.

After an extensive period of consultation, Motability's Innovation Team developed a detailed business case for the Centre which was signed off by the Board of Governors (BoG), proposing £20 million in funding over seven years to the lead partner (of a consortium of external partners) who will set up and run the Centre. The same team is in the process of running a six month long grant funding competition to find the right consortium. The successful lead partner (and consortium) will be selected in September 2022, with a target Centre live date of January 2023.

In the long-term, you will work within the Innovation Team as the go-to person representing Motability in the relationship with the Centre. In the short term, you will set up and manage systems / processes that enable the Centre's quick mobilisation and robust future functioning:

- Establishing communication channels between the Evidence Centre and Motability and setting up regular check points and ways of working.
- Driving and leading on support from Motability evaluation colleagues so that the Centre has a robust outcomes framework.
- Liaising with Motability Finance to ensure grant payment schedules are understood and planned for well ahead of time.
- Facilitating conversations between the Motability Communications Team and the lead partner for the Centre on brand guidelines.
- Identifying and implementing data sharing arrangements between the Centre and the charity, drawing on support from Motability Legal / Data Protection teams where necessary.



- Working with the lead partner (and consortium) to determine what templates would be best for quarterly (and any other) reports on Centre performance to Motability's Grant Making and Innovation Committee (GMIC).
- Flagging any areas of concern of perceived risk and working with the Evidence Centre and Motability to mitigate their future impacts.

The Programme Advisor will act across Motability's functions as a representative of the Innovation Team and the Centre, setting up formal reporting and governance structures which allow the Centre to maintain a close, albeit independent, relationship with the Motability charity, while also acting as a conduit for more informal engagement between the two organisations. You will work with Executive Support, HR and a selection of Governors to appoint a permanent Advisory Committee of disability and transport experts, which will provide their own view on the Centre's performance to Motability's Board of Governors. You will also manage the search for an Independent Chair for the Consortium Board, the forum through which Evidence Centre partners will make key decisions on priorities and budget allocation in an independent setting.

The Programme Advisor is expected to feed into existing Motability systems and processes, especially on stakeholder engagement. Across all of your short or long-term workstreams, you will be required to collaborate with the relevant internal functions, e.g. the Grant Programmes, Evaluation, Communications, Finance, Legal, Executive Support, Change Management and Data Protection Teams.

Key Accountabilities

- Be the custodian and primary champion of the Evidence Centre's vision and mission through compelling communication and detailed descriptions of what the Centre is looking to achieve.
- Take over as the go-to person within Motability's Innovation Team on the Evidence Centre, both internally and externally, coordinating a range of functions to support Centre set-up.
- Drive the mobilisation and setting up of systems and processes that will enable the Centre to go live in January 2023.
- Manage quarterly reporting from the Centre (once live) into Motability's Grant Making and Innovation Committee (GMIC) and assist in overall monitoring and evaluation, ensuring it is of sufficient quality.
- Ensure early identification of significant variances (budget under / overspends, ineligible costs, etc.) and provide advice on how to resolve.
- Flag any areas of concern or key risks to Motability and help build safeguards and solutions to any detrimental impacts that could arise.
- Facilitate the setting up of and reporting to the permanent Advisory Committee, working closely with Executive Support.
- Work closely with other Motability teams, such as Grants, Evaluation, Communications, Finance, Legal, Data Protection, and HR, to facilitate ways of working with the newly-established centre.
- Build a close and effective relationship, both formally and informally, between the Centre and Motability as the funder.

Skills, Qualifications and Experience

Essential:

- At least three years' experience in programme management roles, preferably in a research or evidence centre context.
- Expertise in the complexities of research grant funding, particularly from the funder's perspective.
- Good organisational and record keeping skills to ensure accurate data capture for reporting and monitoring.
- Financially literate with extensive experience of analysing accounts.
- Understanding of managing contracts, legal and intellectual property (IP).
- Strong listening skills, with the ability to prioritise building relationships and ensuring visibility and accessibility within the role.
- Ability to work at a high pace and in an agile manner, thriving on a quickly-moving and ever-changing environment.

Desirable:

- Knowledge of EDI and how to apply in a research context.
- Understanding of managing cross-disciplinary research (for example, engineer, user-centred design, social science).
- Experience running larger scale grants and owning a relationship with an external grantee.

Reporting line

The Programme Advisor will report to one of two permanent Innovation Managers.

Key interfaces: Head of Innovation, Innovation Portfolio Manager, Director of Performance and Engagement, other Innovation Team members, other Motability Teams, other charities and foundations.

Additional Factors

The post holder will be privy to and responsible for highly sensitive information and will be expected to exercise complete confidentiality.

Applicants from all backgrounds are welcome, especially those with lived experience of disability or a long-term health condition.

The selected candidate will be expected to come to the office two times per week, the remaining days can be home working if the candidate so chooses.