

## ***Be the Business***

### **Global X Programme Manager**

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**Based:** London

**Length of Contract:** 12-18 months fixed term, with a view to extend

**Hours:** Full time, will consider part-time

**Salary:** Competitive

**Start date:** Asap

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#### **The Opportunity**

*Be the Business* is the brainchild of the Productivity Leadership Group (PLG); a productivity movement which aims to place the productivity issue on the agenda of every UK-based company, inspiring businesses to be the best they can be, providing practical tools to assist them and being a catalyst for change. At the heart of *Be the Business* is a view that businesses can – and should – learn from one another, and that sharing the expertise of high growth businesses can catalyse growth in others, driving long-term prosperity and competitiveness of the UK.

We are building this movement largely through a series of *Communities of Practice* initiatives around the country. In 2018, our intention is to run 2-3 flagship pilot programmes each in a different place/region. These pilots will help *Be the Business* build an effective and scalable offering for SMEs across the UK, while at the same time starting to mobilise, engage SMEs and improve productivity in these regions.

The Global X (GBX) Programme is a new pilot designed to improve the productivity of larger manufacturing firms in the UK through a structured training programme based on case studies of other leading firms from around the world. Our belief is that, in supporting these firms with transformative leadership and management strategies, they can be a model for excellence, not only improving their own performance, but by inspiring and engaging other firms to join future programmes.

*Be the Business* is an evolving and growing movement for change and GBX is one of our Flagship programmes. This is a unique opportunity to join a purposeful organisation hungry to make a positive impact on SMEs in the UK.

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#### **Job brief**

We are looking for a Programme Manager to organise and coordinate the GBX programme. This person will set up, coordinate and manage the running of the programme, track and evaluate its performance and help build out the *Be the Business* offer.

## **Responsibilities**

- To own, lead and shape the GBX project on behalf of Be the Business
- To manage the governance of the project included chairing regular project meetings and updating stakeholders.
- To scope and manage the GBX budget.
- To support the FD in the management of the funding of the project, including legal and financial implications of philanthropic funding in the wider context of the organisation
- To manage and escalate risks as appropriate.
- To lead problem solving sessions to allow rapid progress when the project encounters issues or challenges.
- To lead, coordinate and support the cross functional team working on GBX, engaging with colleagues from across the business to achieve the highest impact possible.
- To work with stakeholders to scope the GBX programme.
- To draw up the project plan and manage its execution.
- To identify partners for delivery.
- To manage the relationships with those partners to deliver the most value for Be the Business and the businesses engaging in the programme.

## **Skills & experience**

- Passion for driving business change
- Ability to engage key stakeholders and build credible relationships
- A strong understanding of customers' needs and an ability to assess programmes from their point-of-view.
- Excellent negotiation and interpersonal skills.
- An ability to manage the expectations, demands, and priorities of multiple internal and external stakeholders.
- Excellent analytical, organisational and communication skills.

## **Education / Qualifications**

- Degree level or equivalent