

Job Description: Programme Delivery Manager

Overview

We're looking for a **motivated, proactive, and hands-on individual** to support key areas across **Health & Safety, Standards, and Sustainability**.

As part of a small and supportive team, you'll have the chance to take initiative, work flexibly, and contribute to meaningful industry projects.

We welcome applications from people of all backgrounds. If you're **organised, practical, and eager to make a positive impact** in a collaborative and inclusive environment, we'd love to hear from you.

Key Responsibilities

- **Lead and support sustainability, reporting, and compliance projects and industry schemes**, including GLARE (Carbon Emissions Platform), Infinite Textiles Recycling Scheme, EcoVadis, and the Climate Change Agreement.
 - Support **standards, health & safety**, and policy-related initiatives.
 - Provide **research and coordination** for stakeholder engagement and lobbying activities.
 - **Contribute to steering groups and committees**, and support the Managing Director on strategic and operational work.
 - **Manage projects** from concept to completion, ensuring quality outcomes.
 - **Prepare clear, engaging reports and presentations** to share progress and insights.
 - **Represent the organisation** at meetings and events (training provided).
-

Skills & Experience

We know experience comes in many forms, so even if you don't meet every point, we encourage you to apply.

- **Excellent report writing and presentation skills** – key to success in this role.
 - Strong **IT and communication skills**, including PowerPoint and Excel.
 - Confident in **project coordination** and managing multiple priorities.
 - Collaborative, reliable, and **committed to producing high-quality work**.
 - **Proactive and pragmatic**, with good judgement and initiative.
 - Experience or interest in **sustainability or industry standards** is an advantage.
-

Desirable Knowledge

Familiarity with any of the following is welcome but not required:

- Sustainability and net zero policy
 - Energy, steam, or industrial processes
 - Hospitality or healthcare sectors
 - Training or scheme management
 - Chemical or microbiological processes
 - Health and safety best practice
-

About You

You're **collaborative, approachable, and inclusive**, with a positive, can-do attitude. You take pride in your work, communicate well with others, and enjoy contributing to shared goals.

Summary

This is a **varied and rewarding role** for someone with curiosity and a passion for **sustainability and safety**.

You'll work closely with the Managing Director and a small, friendly team, helping to deliver projects that make a real difference across the industry.

If this sounds like you – even if you don't tick every box – we'd love you to apply.