

Programme Manager

(Please note: Project Management not creative)

Why join S4C?

At S4C, we are passionate about creating a positive, energetic, and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

S4C is seeking an exceptional Programme Manager to lead the delivery of major, high-impact projects shaping the future of broadcasting in Wales. S4C uses a broadcast management system (BSM) written in Delphi, which has been customised to meet S4C's specific requirements. Alongside the core platform, S4C has also developed two additional products. This role will be responsible for ensuring the smooth integration of new software into the existing BBC-provided broadcast environment at Central Square, Cardiff. The successful candidate will oversee the delivery of the new system on time and within budget.

This is a rare opportunity to play a central role in driving innovation, business transformation, and the successful rollout of multi-million-pound software projects that directly support S4C's strategic vision.

S4C are looking for an accomplished leader with extensive practical experience in the broadcast environment, and a strong track record of delivering large multi million-pound software projects on time and on budget.

You will need experience in dealing with multiple stakeholders both internally and externally and delivering on stakeholders' requirements in the software deliverables. As a Programme Manager, S4C will require you to have extensive experience in business change and controlling finances of large projects. You will be required to allocate the resources available appropriately and effectively.

This is an exciting leadership position for a results-driven, strategic thinker who is passionate about delivering change that makes a real difference in the broadcasting industry.

Job Overview

S4C uses station management software known as BSM. This software is written in Delphi and has been highly modified to tailor the software for S4C's specific requirements. In addition to the core software, there are two further products that have been developed by S4C:

Cwmwl: Used to submit programme ideas to S4C and follow successful submission to the contract stage.

PAC (Programme as Completed): this is used to collect data from production companies for information relating to the programme for instance collecting data on music used for PRS reporting.

S4C has decided that more proprietary software is required to provide these functions to make support more robust and not to be so dependent on a bespoke system.

The position will be responsible for ensuring the integration of the new software in the current broadcast environment provided by the BBC in the broadcast centre in Central Square, Cardiff, the new software will need to be delivered on budget and on time.

Main Duties

- Oversee multiple related workstreams, within a project to replace the Broadcast Station Management (BSM) system S4C currently use.
- Ensuring the replacement software aligns with S4C's strategy and deliver the benefits the new system will provide.
- To manage the overall program, including its budget, resources, and risks, while also ensuring effective communication and collaboration across teams and to the Senior Leadership Team.
- To input and drive the creation of a tender document for the replacement of the current broadcast management software.

Key Responsibilities

Strategic Alignment

- Ensuring all workstreams within the project align with S4C's organisation's strategic goals and objectives.

Planning and Execution

- Input to the development of a tender document for the replacement of **BSM**.
- Developing and managing workstream plans, timelines, and budgets, and ensuring projects are delivered on time and within budget.

Risk Management

- Identifying and mitigating potential risks and issues that could impact the program's success.

Stakeholder Management

- Building and maintaining strong relationships with stakeholders, including senior management, project teams, and external partners.

Resource Management

- Allocating resources effectively across the program, ensuring the right people and tools are available for each project.

Communication

- Providing regular updates on program progress to stakeholders, including reporting on key performance indicators.

Change Management

- Managing changes to the program scope, schedule, and budget in a controlled manner.

Team Leadership

- Providing leadership and guidance to the program team, fostering a collaborative and high-performing environment.

Benefits Realisation

- Ensuring the program delivers the intended benefits and outcomes for the organisation.

Business Change

- To feed in to any business change requirements that the new Broadcast Station Management software may require to facilitate any changes in workflows.

You will also:

- Be aware of S4C's strategy, and ensure that you take personal responsibility for complying with all our policies and procedures as required, including working within guidelines on health and safety, diversity and inclusion, data protection, financial procedures, etc.
- Contribute positively to the culture and delivery of S4C's strategy.
- Contribute to and support the use of Welsh in the workplace.
- Work with your line manager and be proactive in managing and developing your own performance.
- Ensure you work in a positive, collaborative, cross-organisational way that develops excellent services for our viewers across all platforms and ensures a positive, energetic and inclusive work environment where everyone is treated with respect.

What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Flexible working environment from one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to enhance skills and promote careers. This includes access to qualifications, internal training, and ongoing professional development programmes.
- Access to unique opportunities in the media sector, including attendance at events, programme previews, panel discussions and internal updates.
- Staff have a unique opportunity to contribute to the promotion and preservation of the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with a 10% contribution from S4C.
- 26 days of annual leave.

Personal specification

Attribute	Essential	Desirable
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Qualifications		Prince2, Managing Successful Programmes (MSP) or similar qualifications.
Experience	<p>Extensive practical experience in the broadcast environment.</p> <p>Extensive experience in delivering large multi million-pound software projects on time and on budget.</p> <p>Experience in dealing with multiple stakeholders both internally and externally, and experience in delivering stakeholders requirements in the product being delivered.</p> <p>Extensive experience in business change and controlling finances of large projects.</p> <p>Experience in delivering project updates at board level and senior level and in project auditing.</p>	
Skills and Knowledge	<p>Excellent communication skills, both written and spoken.</p> <p>Flexibility and the ability to manage several projects at the same time.</p> <p>Strong interpersonal skills.</p> <p>Excellent planning skills.</p> <p>Excellent attention to detail and accuracy.</p> <p>Excellent organisational skills, including the ability to prioritise various workloads with competing deadlines.</p>	Welsh language skills, (Support is available for developing Welsh language skills).
Personal Characteristics	<p>Understanding of and commitment to S4C's Diversity and Inclusion Strategy and policy.</p> <p>Keen interest in S4C/Welsh culture.</p> <p>Eagerness to learn.</p> <p>Problem solver.</p> <p>High level of personal integrity, demonstrated through behaviour.</p> <p>Demonstrating values and behaviours that align with S4C's values.</p>	

	Willingness to work flexibly.	
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Further Details

Location:	S4C Office, Central Square, Cardiff (minimum of 2 days in the office)
Salary:	£85,000
Contract:	18 month contract initially
Probation Period:	6 months
Working Hours:	35.75 hours per week.
Holidays:	In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).
Pension:	Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.
Travel:	Occasional travel will be part of the role, usually within the United Kingdom

Applications

Applications should be sent by **20 October 2025** to Pobl@s4c.cymru or People and Culture Department, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

Interview Date: Week commencing 27 October.

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.