



YOUNG ENTERPRISE JOB DESCRIPTION PROGRAMME MANAGER

Job title	Programme Manager
Department	Programme and Services
Pay Grade	Grade 5
Reporting to	Senior Programme Manager
Reports	Two direct reports (Programme Coordinators)
Location	Flexible – either London office based or home-based with travel as required
Main job purpose	<p>The Programme Manager will be responsible for the setup, management, delivery and evaluation of programmes designed to improve the financial capability of children and young people across England and the UK.</p> <p>This is an important Programme Management role that will be the driving force in the implementation and delivery of an ever-evolving financial capability programme for children, young people and their parents. Money Heroes is a new programme from Young Money which seeks to transform financial education for primary aged children in school and at home. Recognising that parents and teachers are key influencers in a child's development, the programme has been designed to enable a collaborative, child-centred approach to teaching financial education, both at home and in the classroom.</p> <p>The Programme Manager will lead on the ongoing development and growth of the programme, including maintenance and further updates to a collaborative online platform showcasing the programme and all resources, development and maintenance of educational content, supporting tools and materials. They will manage complex relationships with multiple programme stakeholders (internal and external) at varying levels and within different functions, and will also oversee the delivery of supporting services for schools and other organisations.</p> <p>Across all programmes the Programme Manager will need to maintain regular communications with stakeholders and be confident in reporting progress, both face to face and in written report form.</p> <p>The Programme Manager will lead a team of two Programme Coordinators to ensure the smooth delivery of all workstreams within the programme. The Programme Manager will also be responsible for the management of other projects and programmes as agreed.</p>

MAIN RESPONSIBILITIES

Overall project management

- Implement and develop project plans to ensuring that time specific milestones for the delivery of the programmes are met
- Coordinate and input to the strategic direction of the programmes
- Input into the development of new programmes as required
- Work closely with the programme team, and the funding organisations
- Work closely with the Senior Programme Manager and Head of Programmes & Services to ensure effective, coherent management and delivery
- Manage the relationship with the programme's high-profile funder, including providing regular updates, producing monthly and quarterly reporting, and facilitating discussions around further developments
- Build effective working relationships with programme stakeholders including teachers, senior leaders, funders, partners and evaluators
- Maintain and further develop a reporting framework, providing monthly, quarterly and ad-hoc reports to fit both specific needs of funders, partners, senior management needs and other requirements
- Work with other teams within YE to ensure compliance on issues relating to communications, insurance, health and safety, child protection, volunteer support, project development and delivery

Content development and management

- Coordinate and oversee the development of new and existing programme materials including education resources and training documents
- Coordinate and oversee the ongoing development and maintenance of the online platform and other digital delivery tools
- Liaise with all stakeholders in relation to the content development, usage, brand and logo placement and maintenance of content
- Work closely with external web and digital developers to ensure that the programme platform works effectively and is well maintained, relevant and up to date
- Monitor and maintain stock levels for physical or hard copy materials, as well as overseeing distribution to service users

Event management

- Coordinate and oversee programme events (e.g. teacher training workshops, attendance at exhibitions)

Communications

- Coordinate and oversee all programme communications (internal and external),
- Work closely with the relevant Marketing teams (internal and external) to develop and action social media, marketing and communications plans
- Communicate relevant processes and materials clearly and appropriately to the target audiences
- Work closely with the relevant PR and Communications Teams (internal and external) to ensure the programmes are effectively communicated to target audiences

Monitoring and evaluation

- Monitor and ensure delivery of the agreed outputs according to funding agreements
- Communicate regularly with external evaluators
- Scope processes for monitoring, implementation and evaluation of the programmes, with input from YE staff and other stakeholders
- Maintain and further develop a KPI mechanism to capture and measure the impact and outcomes of the project
- Regularly review the detailed risk registers for the programmes to include mitigating actions to address risks identified

Budget management

- Work with the Senior Programme Manager to prepare and oversee the effective management of programme budgets
- Deliver all workstreams within the agreed financial parameters, planning ahead and regularly reviewing activity to ensure quarterly and annual spending are as budgeted
- Maintain income and expenditure records for ongoing programme funding and outgoings

Line management

- Line Manage and develop two Programme Coordinators, ensuring they are appropriately supported and are able to take on individual responsibility for specific workstreams within the programme
- Regularly review and adapt team workplans in response to pressures surrounding programme activity, availability and capacity

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

REPORTING RESPONSIBILITIES

The Programme Manager will report directly to the Senior Programme Manager and will supply information as required by the Senior Management Team, funding organisations and other stakeholders.

PERSON SPECIFICATION

The Programme Manager will have proven operational programme management experience and knowledge of the development and delivery of education programmes focused on children and young people.

The successful candidate will have excellent communication and stakeholder management skills, the ability to build and maintain strong relationships with a range of key individuals and partner organisations, manage expectations effectively, and the ability to respond to differing needs.

The successful candidate will be operationally, politically and commercially astute with operational and financial skills, and should be able to demonstrate their success in complex project management alongside an understanding of the challenges that face educational settings.

PERSON SPECIFICATION

Essential skills	<ul style="list-style-type: none"> • Excellent communication skills – written and verbal - and experience of producing and delivering presentations to diverse audiences • Ability to think and plan strategically to achieve successful organisational outcomes • Excellent project management skills within complex national projects • Clear analytical skills, and ability to plan ahead and supervise and support operations and people/agencies delivering projects at a distance • Ability to make quick and clear decisions • Ability to make trade-offs where appropriate and understand the impact on interrelated areas • Excellent planning skills to ensure effective use of resources and budget
Desirable skills	<ul style="list-style-type: none"> • Project Management Qualification • Strong understanding of monitoring and evaluation, and financial reporting processes
Essential experience	<p>The successful candidate must have a proven track record for:</p> <ul style="list-style-type: none"> • Delivering complex projects on time and on budget • Strategic thinking and business planning • Working with minimum supervision and knowing when to ask for support • Delivering / managing the delivery of events • Successful delivery of a range of projects involving effective engagement with non-direct reports • Building and maintaining successful relationships with multiple different stakeholders • Managing the development of digital content
Desirable experience	<ul style="list-style-type: none"> • Line management of direct reports • Experience of working across charitable and corporate partnerships • Experience of working in education settings • Knowledge of current educational and political landscapes
Disposition	<ul style="list-style-type: none"> • Self-starter with a passion to work with young people to help them succeed • Committed to the aims and values of YE • Emotionally resilient and able to work with ambiguity and difficult tasks • Entrepreneurial, responsive & creative • An accomplished team player