

## YOUNG ENTERPRISE JOB DESCRIPTION SENIOR PROGRAMME MANAGER

Job title	Senior Programme Manager
Reporting to	Head of Programmes and Services
Pay Grade	Grade 6
Department	Programmes and Services
Reports	Three direct reports
Location	Flexible – London Office based, or home based with travel. Travel expected to deliver outcomes assigned to the role, including regular travel to London
Main job purpose	<p>The Senior Programme Manager is responsible for the management of Company Style programmes (currently Company, Team and Start Up) ensuring that they run smoothly, provide maximum impact, and continue to develop to best meet the needs of young people.</p> <p>The role will work closely with our Operations Team who are responsible for the delivery of the programmes within schools and other settings, along with a range of other internal and external stakeholders including the regional Start Up Manager, our internal Volunteer and Alumni Support and IT Teams, external digital and web developers and design agencies.</p> <p>Over the next 12 months the Senior Programme Manager will lead on the re-development of Company Programme building on initial research findings to improve the supporting digital infrastructure, embed ongoing learning and reflection, and ensure that the programme is contributing to YE's organisational Theory of Change.</p> <p>The Senior Programme Manager also supports a small team of Programme and Support Managers with the day to day delivery and support of their allocated programmes ensuring that the content for all direct delivery programmes are engaging, relevant and up to date for their intended audiences.</p> <p>Reporting to the Head of Programmes and Services, this role will provide a high level of education sector expertise to support the ongoing development of current programmes as well as new initiatives within enterprise education and direct delivery.</p>

### MAIN RESPONSIBILITIES

#### Main responsibilities

- Programme management of the Company Style Programmes, ensuring that there are robust processes in place to support effective and efficient delivery, and that they are evaluated, well communicated, and impactful.
- Implementation and development of project plans and reporting frameworks to ensure that time specific milestones for the delivery of allocated programmes are met.
- Develop and deliver training to the Operations team to ensure that programme developments are communicated and delivered effectively.
- Coordinate and input to the strategic direction of YE's in school delivered programmes.
- Direct line management of Programme and Support Managers, supporting their day to day delivery and support of allocated programmes.
- Work closely with the Head of Programme & Services Manager and Director of Programmes & Services to ensure effective, coherent management and delivery of all direct delivery programmes.
- Work with Programmes & Services colleagues (and other departments where necessary) to support projects, programmes and services by providing educational and practical advice and guidance.

- Provide a high level of education sector and enterprise education expertise across all programmes to support and enhance their development and delivery and provide consistency across programmes.
- Be an enterprise education subject matter expert, advising the team on teaching and learning approaches to enterprise education across the curriculum, subject coordination and leadership, pupil progress and assessment of enterprise education across the curriculum, fit with curriculum subjects and across all phases including post 16.
- Build effective working relationships with a range of stakeholders including colleagues, teachers, senior leaders, funders, evaluators, Young Enterprise Scotland and Young Enterprise Northern Ireland.

### **Line Management**

- Line-manage, motivate and support direct reports to deliver and support programmes efficiently, effectively and to a high standard.
- Support colleagues in the setting up and management of budgets, reporting systems, targets and key performance indicators, to meet internal and external funder needs, and gather impact data as required.

### **Content development**

- Be involved in reviewing, drafting and writing guidance, advice and teaching and learning resources, as well as briefs for commissioning others to create and produce resources and materials.
- Coordinate and oversee the development of new and existing programme materials including education resources and training documents.
- Work closely with external web developers and internal IT staff to ensure that the platforms which host programmes are, well maintained, relevant and up to date.
- Input into the development and initiation of new programmes.

### **Communications**

- Provide training, advice and work with colleagues on how programmes and services can be positioned and communicated to schools, taking advantage of the wide range of drivers for enterprise education.
- Develop communication and marketing plans to coordinate and oversee departmental communications, e.g. newsletters, website updates, promotional tools and marketing assets.
- Represent YE externally, especially in education, political and potential 3rd sector partner networks and consultations.
- Work closely with the Marketing team to develop social media plans and marketing materials for programmes.

### **Monitoring and Evaluation**

- Scope processes for monitoring, implementation and evaluation of the programmes, with input from colleagues and other stakeholders including external evaluators.
- Develop and maintain departmental processes, systems and frameworks including use of the CRM.
- Work with other teams within YE to ensure compliance on issues relating to insurance, health and safety, child protection, volunteer support, project development and delivery.
- Work with other teams within YE to ensure compliance on issues relating to data protection, project development and delivery.

### **Budget Management**

- Work with the Head of Programmes and Services to prepare and oversee the effective management of programme budgets

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

## PERSON SPECIFICATION

The Senior Programme Manager will have proven operational programme management experience and strategic 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 should be a strong team player and an effective delegator in order to oversee the successful outcome of projects.

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.

## SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills – written and verbal - and experience of making presentations to diverse audiences</li> <li>• Ability to think and plan strategically to achieve successful organisational outcomes</li> <li>• Excellent project management skills within a portfolio of national programmes</li> <li>• Clear analytical skills, and ability to plan ahead and supervise and support operations and people/agencies delivering projects at a distance</li> <li>• Demonstrable analytical skills be forward thinking and able to supervise and support operations and people who are not direct reports and/or delivering projects at a distance</li> <li>• Ability to make quick and clear decisions</li> <li>• Ability to make trade-offs where appropriate and understand the impact on interrelated areas</li> <li>• Excellent planning skills to ensure effective use of resources and budget</li> <li>• Strong line management skills, with the ability to motivate and engage direct, and non-direct reports</li> </ul>
Desirable Skills	<ul style="list-style-type: none"> <li>• Project Management Qualification</li> </ul>
Essential Experience	<p>The successful candidate must have a proven track record for:</p> <ul style="list-style-type: none"> <li>• Delivering complex national projects on time and on budget</li> <li>• Strategic thinking and business planning</li> <li>• Experience and knowledge of design and delivery of enterprise education programmes</li> <li>• Managing the development of digital content, and working with third parties to do so</li> <li>• Successful delivery of a range of projects involving effective engagement with non- direct reports</li> <li>• Building and maintaining successful relationships with multiple different stakeholders, including colleagues, senior leaders in schools, high profile funding organisations and senior managers</li> <li>• Monitoring and maintaining programme budgets, with the ability to forecast costs and make adjustments as required</li> </ul>
Desirable Experience	<ul style="list-style-type: none"> <li>• Working with web and digital developers to create engaging tech-based content</li> <li>• Experience of working in education settings</li> <li>• Knowledge of current educational and political landscapes</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Self-starter with a passion to work with young people to help them succeed</li> <li>• Committed to the aims and values of YE</li> <li>• Emotionally resilient and able to work with ambiguity and difficult tasks</li> <li>• Entrepreneurial, responsive &amp; creative</li> <li>• An accomplished team player</li> </ul>