

YOUNG ENTERPRISE JOB DESCRIPTION

PROGRAMME MANAGER

Job title	Programme Manager - Centres of Excellence
Reporting to	Senior Programme Manager
Pay Grade	Grade 5
Department	Programmes and Services
Reports	Up to one direct report
Location	Flexible – London office or home-based, with travel expected to deliver outcomes assigned to the role
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 responsible for the management and delivery of the Centres of Excellence programme and organising an annual conference and awards ceremony for teachers. The role will also be responsible digitising aspects of the programme including using remote meeting tools and delivery platforms. The Programme Manager will also be responsible for the management of other projects and programmes as agreed.</p> <p>A Centre of Excellence is a school or education centre that has embraced financial and/or enterprise education, teaching it across all key stages and disseminating it in the local community.</p> <p>We work in partnership with a range of funders to increase the number of centres attaining the Centre of Excellence award across the country.</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>

MAIN RESPONSIBILITIES

Overall programme management

- Implement and develop project plans to ensuring that time specific milestones for the delivery of the programme are met
- Coordinate and input into the strategic direction of programmes and services
- Input into the development of new programmes as required
- Work closely with the programmes and services team, and the funding organisations
- Work closely with the Senior Programme Manager and Head of Programmes and Services to ensure effective, coherent management and delivery
- Train and oversee the work of a team of Freelance Education Consultants who deliver programmes locally
- Arrange any necessary training for programme staff
- Build effective working relationships with programme stakeholders including teachers, senior leaders, funders and evaluators
- Develop and maintain a reporting framework, providing monthly, quarterly and ad-hoc reports to fit both specific needs of funders, senior management needs and other requirements
- 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
- Line Manage and develop one Programme Coordinator

Content development and management

- Coordinate and oversee the development of new and existing programme materials including education resources and training documents, with a particular focus on digitising the current programme
- Liaise with all stakeholders in relation to the content development, usage, brand and logo placement and maintenance of content

Event management

- Coordinate and oversee of the Centres of Excellence National Teacher Conference, run annually as part of the programme
- Coordinate and oversee ad hoc programme events (e.g. workshops) including those delivered digitally

Communications

- Co-ordination and oversight of all programme communications
- 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 programme is effectively communicated to relevant target audiences

Monitoring and evaluation

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

Budget management

- Work with the Senior Programme Manager to prepare and oversee the effective management of the detailed budgets for the programme

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing 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 considerable 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.

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential Skills	<ul style="list-style-type: none"> • Excellent communication skills - written and verbal - and experience of making presentations to diverse audiences • Ability to think and plan strategically to achieve successful organisational outcomes • Excellent project management skills within complex 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 • Utilising digital design software, content management platforms and file sharing platforms to streamline and simplify project 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
Desirable Experience	<ul style="list-style-type: none"> • Managing the development of digital content and the digitisation of programmes • Using a range digital design, content management and file sharing platforms • 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 principles of YE • Emotionally resilient and able to work with ambiguity and difficult tasks • Entrepreneurial, responsive & creative, and with the ability to make the most of opportunities presented • An accomplished team player