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| **YOUNG ENTERPRISE JOB DESCRIPTION**  **PROGRAMME MANAGER** | |
| Job Title | Programme Manager |
| Department | Programmes and Services |
| Pay Grade | 5 (up to £32,500 per annum) |
| Reporting to | Senior Programme Manager |
| Location | Flexible - London Office or home-based (UK only), with travel to London and elsewhere expected to deliver outcomes assigned to the role |
| Working hours | Full time |
| Main job purpose | The role is responsible for the day to day programme management of several of our core programmes including Fiver and 10X.  Fiver and 10X offer highly interactive, fun ways of introducing financial capability, resilience and teamwork to children and young people in primary and secondary schools.  While the programmes can be engaged with by schools, teachers and other educators (e.g. parents) all year round, at their core each run a 4 week challenge during which young people use either a £5 or £10 pledge to create, research and plan a business which culminates in the students selling their product or service with pupils keeping or donating any profit they earn in the process.  The programmes operate digitally via dedicated online platforms, and the Programme Manager will be responsible for the ongoing development and maintenance of these and other digital delivery tools.  Alongside Fiver and 10X, the Programme Manager will also lead on YE’s involvement in the Youth Card, an app which provides opportunities for young people aged 11 – 25.  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.  This role requires a proactive, organised and practical approach to ensure programmes are delivered effectively and efficiently.  This role provides a real opportunity to help drive YE’s programmes forward, and to support children and young people as they learn to earn and manage their money, and develop an enterprising mindset. |

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| **MAIN RESPONSIBILITIES** |
| **Programme management**   * Prepare and implement project plans and operating frameworks including timeline, budget and key deliverables * Oversee the delivery of the Fiver and 10X programmes, including the core four week Challenges and the competitions they contain * Streamline and manage processes, including registration and monitoring programme engagement * Manage the ongoing development and maintenance of Fiver and 10X online platforms and other digital delivery tools, including working with developers to ensure systems/platforms compliance with GDPR * Maintain platform and programme content ensuring it remains relevant and up to date * Coordinate and oversee programme events (e.g. Awards and Prize Giving events, including remote events) * Coordinate and oversee all programme communications (internal and external) * Work closely with internal teams (including Programmes and Services, and Educational Partnerships), and the funding organisations to ensure smooth delivery and achievement of KPIs * Develop and maintain a reporting framework, providing monthly, quarterly and ad-hoc reports to fit the specific needs of funders, partners, senior management needs and other requirements * Lead on the YE’s involvement with the Youth Card app including liaising with partners, updating internal and external stakeholders on updates to the app and adding new opportunities where relevant   **Content development**   * Coordinate and oversee the development of new and existing programme materials, including learning resources and marketing materials * Liaise with all stakeholders in relation to the platform and content development, usage, brand and logo placement and maintenance of content   **Monitoring and evaluation**   * Monitor and ensure delivery of the agreed outputs according to funding agreements * Develop and maintain a KPI mechanism to capture and measure the impact and outcomes of the project * Work closely with the Impact and Evaluation Manager to ensure that feedback and impact data is collected from key stakeholders and that this information can be utilised to continuously improve and develop the programmes * Regularly review risk registers for the programmes, considering mitigating actions to address risks   **Communications**   * Communicate relevant processes and materials clearly and appropriately to the target audiences * Work closely with the relevant Marketing, PR and Communications Teams (internal and external) to ensure the programmes are effectively communicated to target audiences * Work with the Programme Support Manager and Programme Support and Helpdesk Coordinator to offer efficient and effective customer service to programme queries.   **Budget management**   * Work with the Senior Programme Manager to prepare and oversee the effective management of programme development and delivery 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. |

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| **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. | |
| **SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE** | |
| Essential  Skills | * Excellent analytical skills, with an understanding of enhancing user experience, streamlining processes, and problem solving with limited resources * 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, and the ability to manage competing demands and a varied workload within agreed deadlines * 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 | * Project Management Qualification |
| Essential  Experience | The successful candidate must have a proven track record for:   * Managing the development of programme and website content * Use of website CMS (e.g. WordPress) and databases * Developing strong working relationships with a range of internal and external stakeholders * 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, including remote and online events * Successful delivery of a range of projects involving effective engagement with non- direct reports |
| Desirable  Experience | * Experience of working in education settings and/or the voluntary sector * Experience in design and development of programmes for young people that develop skills, knowledge and attitudes. * Understanding of the needs of remote learners * Knowledge of digital platforms to deliver learning programmes and understanding of digital learning programme design and facilitation |
| Disposition | * 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 |