



YOUNG ENTERPRISE JOB DESCRIPTION
PROGRAMME MANAGER

Job title	Programme Manager
Department	Programmes and Services
Pay Grade	Grade 5
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
Main job purpose	<p>The Programme Manager will be responsible for managing the development, delivery, evaluation and promotion of programmes designed to improve the enterprise skills and financial capability of children and young people across England and the UK.</p> <p>The Programme Manager will manage a number of new and existing programmes developed and delivered by Young Enterprise and our financial education brand, Young Money. This includes managing the development of resources and training, managing and delivering events, and responsibility for programme marketing, budget management and evaluation.</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 project management

- Implement and develop project plans ensuring that time specific milestones for the delivery of programmes are met
- Manage and/or support the development and delivery of new and existing programmes, including content development, budget management, promotion and marketing, reporting and evaluation
- Input into the strategic direction of programmes as required
- Work closely with the Programmes, Services & Evaluation team, the Development team, the Educational Partnerships team, and funding organisations
- Work closely with the Senior Programme Manager and Head of Programmes & Services to ensure effective, coherent management and delivery of programmes
- Build effective working relationships with programme stakeholders including YE staff, teachers, senior leaders, funders, partners and evaluators
- Scope and implement processes for the roll out of new programmes, working with the Programmes, Services & Evaluation and/or Educational Partnerships Teams as necessary to ensure that programme delivery methods and mechanisms are set up and clearly communicated

Content development and management

- Coordinate and oversee the development of programme materials, including education resources and training documents
- Prepare content and design briefs for third parties (design agencies, marketing agencies and consultants) to ensure resources and marketing materials are of high-quality, on brand and within budget
- Liaise with all stakeholders in relation to the content development, usage, brand and logo placement and maintenance of content

Communications

- Coordinate and oversee programme communications (internal and external) during development, testing, and delivery of programmes as needed
- 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 programmes are effectively communicated to target audiences

Monitoring and evaluation

- Monitor and ensure delivery of the agreed outputs for assigned programmes according to funding agreements
- Scope processes for monitoring, implementation and evaluation of programmes, with input from YE staff and other stakeholders

Budget management

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

Event management

- Support the Senior Programme Manager with the coordination and delivery of the Young Money Financial Education Forum
- Coordinate and oversee ad hoc programme events (e.g. workshops) including those delivered digitally

Provide support and mentoring to Programme Coordinators

- Work with Programme Coordinators, delegating tasks to them as appropriate but taking overall responsibility for task completion
- Mentoring and supporting Programme Coordinators in the development of project coordination and management knowledge and skills

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 proven programme management experience and knowledge of the development and delivery of education programmes focused on children and young people. The Programme Manager will need to manage a number of competing tasks at one time. This role requires a proactive, organised and practical approach to ensure programmes are delivered effectively and efficiently. 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
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 • Developing / managing the development of education resources • Building and maintaining successful relationships with multiple different stakeholders
Desirable Experience	<ul style="list-style-type: none"> • Developing / managing the development of education programmes from concept to delivery • Managing the development of digital content • Experience managing events • Experience monitoring and evaluating projects or programmes • 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 • An accomplished team player