

## JOB DESCRIPTION

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|----------------------------|--|----------------|---|
| <b>Job Title:</b>          | Programme Manager - Additional Needs   | <b>Salary:</b> | £29,355 – £34,505 per annum depending on experience |
| <b>Hours:</b>              | 37.5 hours per week  |                |   |
| <b>Purpose of the Job:</b> | <p>To develop, deliver and co-ordinate a range of career and employability related programmes for children and young people with the aim of enhancing their skills and understanding of future career opportunities.</p> <p>The Programme Manager is a key role within the Delivery Team. Working within a dynamic environment in a charity with a strong reputation for quality and innovation.</p> |                |   |

**15billionebp and Inspire are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure via the Disclosure and Barring Service.**

### Principal Accountabilities

1. Manage development, delivery and coordination of programme delivery in schools to a range of students and young people including those with additional learning or behavioural needs.
2. Manage, plan and deliver bespoke programmes commissioned by corporate partners. This can include mentoring programmes or inter-school competitions.
3. Managing development and delivery of grant funded programmes ensuring they adhere to funding rules and reporting requirements.
4. Manage programmes working with young people who are excluded from Mainstream Education.
5. Manage staff within the Delivery Team.
6. Act as the main point of contact and maintain an effective relationship with participating schools. This includes liaison between all stakeholders including; schools, funders, business volunteers and staff.
7. Represent the charity in meetings and events in order to promote and raise awareness of the charity.
8. Assist the Business Development team in expanding services to Corporate organisations as well as supporting the preparation of bids, tenders and grant applications when required.
9. Evaluate and refresh service delivery including development of new programmes.
10. Working alongside other members of the Delivery Team to ensure effective recruitment, training and retention of volunteers across all programmes delivered by the charity.
11. Develop and deliver training to those participating in delivery of programmes. This can include business volunteers, school staff or members of charity staff.
12. To carry out any other duties that are in line with the purpose and grade of the role.
13. To complete all tasks in accordance with the charity policies and procedures and funders requirements to ensure contractual obligations are met.

### Qualifications required

- A minimum of 5 GCSEs at A\* to C grade or equivalent (including English and Maths)
- A Levels or equivalent qualification
- Degree or equivalent

### Person Specification

#### **Essential**

- High standard of presentation skills including the ability to facilitate and deliver training sessions to business volunteers and workshops to children and young people of all ages.
- Experience of working with and designing programmes for young people with additional needs.
- Excellent communication skills.

- Commitment to supporting the development of children and young people.
- Experience of successfully managing projects/activities, ideally in an education context.
- Ability to evaluate programmes, materials and activities and adapt as necessary in order to ensure successful outcomes.
- Ability to remain calm, think clearly and resolve problems at short notice.
- Good team player.
- Previous experience of supervising/line managing a team.
- Able to show initiative and creativity in identifying and developing new ideas and opportunities.
- Able to work to strict deadlines ensuring contractual compliance and requirements are met.
- Able to work under minimum supervision and make decisions in the absence of the line manager.
- Excellent IT skills, proficient in using Microsoft Office.

**Desirable**

- Experience of working with children and young people including those excluded from mainstream education.
- Experience of working with schools and business volunteers.
- Knowledge of CSR within businesses.
- Experience of working within a project management environment.
- A teaching qualification.