



**envision**

**Delivery Manager**

**Application Pack**

**Deadline: 10<sup>th</sup> May**

# Delivery Manager

- **Birmingham**
- **Full Time**
- **Fixed Term- 12 month Maternity Cover**
- **£30,000-£32,000 per annum**
- **Hybrid**
- **Start Date: 20th July**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economically disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

**Envision graduates will be guaranteed a first-round interview.**



## A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,  
Broadway Academy



## We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the essential skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."  
(Skills Builder Partnership 2023)



# Where you come in

As a Delivery Manager (DM) you will be responsible for the oversight and delivery of the regional Envision Programme. This includes managing delivery staff and ensuring quality assurance is in place to achieve the agreed KPIs and outputs.

Working closely with Regional Managers you will ensure schools and business partnerships are in place and set up for success to enable delivery of the programme and support the delivery team to organise logistics of sessions.

You will also work closely with the Programme and Impact team, including the Director of Programmes and Impact, Data and Impact Manager and Curriculum Development Manager to ensure your team is delivering high-quality impactful sessions.



## By the end of the programme, young people will have...

### Developed their essential skills

by designing, developing and delivering a social action project

### Built their confidence

by working together with their peers and mentors (that's you!) to overcome obstacles

### Participated in effective social action

and built their understanding of how to make a positive change



*"Over the next three years, Envision has an ambitious goal: to reach more young people than ever before, equipping them with the Essential Skills and confidence they need to thrive. But ambition alone isn't enough — it has to be delivered. That's why the Delivery Manager role is so important. This person will be at the heart of our work in the region, ensuring that every young person we work with experiences a programme of the highest quality. If you're passionate about making a tangible difference to young people's lives, this is your opportunity to be a driving force behind that change."*

**George, CEO**

# Responsibilities

## Programme Management

- Lead all aspects of the delivery of the Envision Programme, ensuring ongoing monitoring against milestones and outputs
- Ensure regional attendance, retention and impact targets are met by working closely with Programme Coordinators, the Impact Team and Regional Managers, identifying risks and proactively seeking solutions
- Support Regional Managers to ensure regional partners are recruited and onboarded to ensure successful programme delivery
- Support Programme Coordinators to plan and prepare weekly sessions in line with Envision's Essential Skills Framework and curriculum
- Cover delivery of sessions where necessary to ensure that programmes run smoothly and to schedule
- Manage relationships with key stakeholders in schools and businesses to ensure renewals

## People Management

- Support Regional Managers in leading a high-performing regional team
- Recruit, line-manage and develop a team of Programme Coordinators, ensuring they achieve agreed objectives and deliver a high-quality programme for young people
- Support the recruitment and training of volunteer mentors and ensure that they provide quality support for young people, reporting high satisfaction ratings about the programme

## Impact Management

- Lead regional data collection and support the team in collecting timely data and feedback, in line with the programme evaluation framework
- Ensure regional data is accurately entered and recorded onto our CRM system
- Oversee the quality assurance in regional delivery through observations of staff and supporting the Programmes and Impact Team with continuous improvement cycles to strengthen programmes
- Contribute to regional and national programmes and impact reviews, proactively making suggestions for improvement
- Support the delivery of an annual training programme for delivery staff

## General

- Uphold Envision's values and be a role model for staff, young people and volunteers
- Ensure that all activity is delivered in line with Envision policies and procedures

# Person Specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
<b>Experience of managing staff</b> - creates plans with clear targets to measure success, whilst supporting staff development	E	A & I
<b>Experience of project management</b> - coordinates others to ensure they are on track to meet their deadlines and outcomes	E	A & I
<b>Experience of delivering programmes with young people</b> – including preparing engaging sessions and facilitating sessions with young people	E	A & I
<b>Experience of working with stakeholders</b> - can build and establish professional relationships with partners, setting clear expectations and deliver on these	E	A & I
<b>Experience in delivering in education partnerships</b> - understands the needs of partners and the challenges they may face	D	A & I
<b>Understanding of, and/or lived experience of, the barriers that young people face, that contribute to the education and employment gap</b>	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s <b>vision, mission and values</b> and ability to work well in, and contribute to, our organisational culture	E	A & I
<b>Communication:</b> ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
<b>Creativity:</b> developing ideas by considering different perspectives and using this to create solutions for problems	E	I
<b>Teamwork:</b> working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others’ cultures, beliefs and experiences	E	I
<b>Determination:</b> remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

# Conditions and Benefits

## Terms and Conditions

<b>Remuneration</b>	£30,000-£32,000 per annum
<b>Location</b>	Birmingham Hybrid Working- 1 office day a week (with additional expectation to be able to travel across Birmingham and the Black Country for ad hoc sessions) and occasional cross region travel
<b>Contract Type</b>	Fixed Term Contract – 12 months

## Employee Rights and Benefits

<b>Pension:</b>	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
<b>Annual Leave</b>	25 days plus bank holidays, plus 2 week paid shut down period Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
<b>Volunteering Days</b>	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
<b>Flexible Hours</b>	10am to 4pm are core hours. Office hours are 8am to 6pm
<b>Bike to Work Scheme</b>	Up to £1000 limit
<b>Parental Leave</b>	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 12 weeks full pay, 12 weeks half pay, 12 weeks statutory pay Paternity Leave- 4 weeks full pay
<b>Sick Pay (OSP)</b>	Occupational sick pay (OSP) - 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
<b>Employee Eye Test</b>	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
<b>Charity Workers Discount</b>	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

# Application Process

To apply, please apply through [Charity Jobs](#)

## Recruitment Timetable

Schedule	Milestone
Sun 10 <sup>th</sup> May (Midnight)	Closing date for applicants
20 <sup>th</sup> /21 <sup>st</sup> May	Round 1 interviews (online)
27 <sup>th</sup> May	Round 2 interviews (in person)

If you have any questions, please do not hesitate to contact us: [vision@envision.org.uk](mailto:vision@envision.org.uk)

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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