

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Change Programme Manager	PAY BAND:
FUNCTION:	Programme Development – Change Delivery	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Change Delivery team ensures a clear roadmap for programme design aligned with our propositions' vision and organisational strategy. They prioritise across enterprise, employability, and education, collaborating with Technology to ensure digital products meet user needs and enable efficient programme delivery by staff and volunteers.	












WHERE YOU WILL FIT

CEO	Director of Programme Development	Head of Change	Change Programme Manager
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will be responsible for supporting the delivery of the Programme Development roadmap, ensuring that the projects within that roadmap are effectively prioritised, initiated, scoped, and delivered successfully: on time, on budget and to requirements. Your main responsibility is to define, develop, monitor, maintain and manage the project delivery life cycle from inception to launch to ongoing maintenance and development for a programme or a number of projects. We want end-users to love the experiences we enable and the products we make.

WHAT WILL YOU DO?

-  Develop, monitor, maintain and manage the programme/project delivery life cycle from inception to launch to ongoing maintenance and development for a programme or several projects within the Programme Development function.
-  Successfully manage a team of colleagues to ensure the successful delivery of multiple projects, including working with the Digital Development team, operational staff, and senior stakeholders.
-  Define programme governance model and facilitate governance through effective communications and efficiently run meetings.
-  Resolve high-level issues relating to programme and project delivery, minimising risks, and maximising efficiency by exercising strict control and oversight of financials, risks, issues, and resources.
-  Maintain actions and change logs to ensure clear outputs are recorded.
-  Provide monthly project updates to key leadership groups as required (e.g., ELT, Project Board etc.).
-  Develop and support the development of business cases, initiation documents, requirement specifications, financial and resource plans, and all other artefacts required to support the approval and delivery of programme and projects.
-  Ensure that correct finance and resource controls are in place to ensure successful planning, delivery, and post programme support arrangements.
-  Coach and support project managers and third parties across The King's Trust in the application of their duties to ensure timely and cost-effective project delivery.
-  Provide consultancy, training, education, information, and support on specific programme/project management subjects as required.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Knowledge of IT infrastructure and its application within a project	Many of the deliverables are of a digital nature and require an understanding of IT
Recognised project or programme management qualification (Prince2, MSP, APM PMQ)	A qualification in APM PMQ, Prince2 or MSP is essential to ensure an understanding of the tools used for project delivery
Knowledge of the importance of data security and safeguarding	This project will collect data from young people. An understanding of the regulations around safeguarding and data protection is crucial
Ability to adopt a flexible approach to ensure alignment with organisational change	Building and developing new project plans can lead to uncertainty. We need you to be comfortable with this to help keep the project moving at pace to deliver outcomes for young people
Experience	Why do we need this?
Extensive digital, blended, and non-digital Project Management experience including risk management and change control	Our projects are typically a mix of digital and non-digital content delivery. We want you to have experience in delivery in both project routines such as risk and change management as this will be crucial to your success
Workshop facilitation experience	Our projects are fast-paced and work to short timescales. The ability to confidentially facilitate workshops with key stakeholders is critical to ensuring timely delivery of key milestones
Experience of working in a matrix management environment	There will be a dotted line reporting to a variety of senior stakeholders, in addition to your line manager, such as the project sponsor, members of ELT or the Project Executive/Lead






WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experienced user of Microsoft Project, Excel, Visio	MS Project is our preferred project management tool and strong skills in other Microsoft Apps are desirable
Skills & Knowledge	Why do we need this?
Experience working in a non-profit organisation	Understanding how a non-profit organisation differs to a corporate environment will benefit you in fitting into the ways of working at The King's Trust
Experience working within a PMO and across different project management methodologies	Your experience of working within a PMO framework will be a huge benefit to the project management process. We utilise a variety of methodologies depending on what is suitable for the project

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.