

Programme Manager - Chrysalis East

We are looking for a highly organised programme manager to join our innovative school-based outreach team. You will need to be passionate about resolving educational inequality and have a commitment to raising (and measuring!) outcomes for young people.

Chrysalis East seeks to help young people in Tottenham flourish educationally and make better informed choices about their futures. We want to support more young people to achieve the grades to be able to progress to sixth form ensuring our school is accessible to as many young people locally as possible. Whilst based at LAE Tottenham, we work in partnership with a network of local schools and our programme includes academic enrichment, small group teaching, university preparation and careers guidance.

The Chrysalis East team consists of subject-specialist teachers, careers professionals and recent graduates, who together are responsible for designing and delivering innovative and inspiring sessions that ultimately raise confidence and attainment and increase the number of Tottenham students aiming for ambitious university destinations and exciting careers.

We are seeking an experienced manager to support us in refining and developing our programme offer, think imaginatively about measuring impact and improve how we communicate our work both internally and externally. This is a new role in our team as we look to develop our unique programme.

LAET is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We actively welcome applications from a diverse range of candidates and we welcome applicants with varying part-time requirements..

For more information on the school and the Chrysalis East programme please see the [website](#).

Location: London (Office-based)

Hours: We are looking for the right person, as opposed to filling a fixed role. Full time, part time and term time only applicants considered.

Salary: £38,000 to £43,000 per annum FTE (part time applications welcome)

Summary of responsibilities for the Programme Manager Role

- Ensure our work is delivering on the objectives of the programme
- Monitor multiple strands through their entire programme cycle in line with budgets
- Amplify the impact of our work at all levels; from primary through to alumni of LAET
- Develop a communications journey to maximise school engagement and share programme successes

- Support the Programme Director and Partnership Teaching Coordinator in setting the strategic direction of the programme

Specific tasks

- Manage the communication plan with schools, parents and students and liaise with the Programme Coordinator in delivering that plan
- Creating content for social media, bulletins and for the website
- To closely monitor school progress and evaluate the impact of the programme
- Collate and compile funder reports and reports for programme steering group
- Lead on sharing stories from our first Impact Report (due Summer 2024)
- Oversee strands of Chrysalis East work to ensure high quality delivery
- Support in the planning and delivery on aspects of the programme, summer schools, event university mentoring schemes
- To provide a high level of support to Chrysalis East team members and partner schools; being organised, professional, and responsive
- Contribute to new staff induction, staff development and team building
- Deliver to a high standard all project actions in line with school policies and procedures, for example safeguarding and GDPR.

Line Management:

- This role will be line managed by the Director of Chrysalis East, there is also the opportunity for line management responsibilities for the right candidate

Other requirements

- Ability to work flexible hours as and when required
- Expectation to work in LAET office with one day a week homeworking
- Participation in various project work as and when required to support other programmes in school during busy periods

Interviews will take place in person in July.

Appendix 1 - Person Specification

Essential professional criteria	How these will be confirmed
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - A good honours degree or equivalent - Excellent grades at A-Level or equivalent subject knowledge 	<p>Sight of original exam certificates / academic qualifications will be requested</p>
<p><u>Knowledge/Experience:</u></p> <ul style="list-style-type: none"> - Strong understanding of school culture - Experience of positive and impactful work with young people 	<p>Confirmation of former relevant employment will be requested.</p>

<ul style="list-style-type: none"> - Experience of education programme delivery and partnerships, programme management and/or project management - Experience of School engagement, reporting, impact measurement and evaluation - Funder reporting - Knowledge of programme tracking, monitoring and evaluation Experience with compiling and following budgets 	<p>To be tested at interview</p>
<p><u>Skills and Qualities:</u></p> <ul style="list-style-type: none"> - The ability to build and sustain productive professional relationships - An unwavering belief in the primary importance of safeguarding young people - A passion for helping young people to achieve their potential and navigate socio-economic barriers - An excellent team member - Adaptability and flexibility - A sense of humour and positive outlook - Strong communication skills - An efficient and effective administrator, able to effectively meet deadlines - A leader who is able to inspire team members to achieve their best - Proficient computer skills, we use Google; working knowledge of software or processes to support us in tracking and monitoring programmes and participants 	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these.</p> <p>Referees will also be asked about these skills and qualities.</p>

Desirable professional criteria	How these will be confirmed
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Postgraduate degree and or further relevant professional studies 	<p>Sight of original exam certificates / academic qualifications will be requested.</p>

Knowledge/Experience:

- Experience of outreach and widening participation
- Experience of impact and evaluation
- An excellent understanding of Higher Education and careers, including the UCAS process

Confirmation of former relevant employment will be requested.