



Director of Education and Programmes

A Little Bit of Sunshine UK

Hours:	Part-time (flexible) - 6-8 hours per week
Terms:	This is a permanent volunteer role
Responsible to:	Chief Executive
Department:	Education and Programmes
Location:	Remote

About A Little Bit of Sunshine

We are the voice for young people navigating mental health challenges. A Little Bit of Sunshine ensures their experiences shape the support they need and deserve.

Our belief is simple: those closest to the issues are best placed to create the solutions. We connect young people and decision-makers to co-create a mental health system that works for everyone.

In our first year, we've undergone significant changes, including building a strong senior leadership team to guide our future and this newly created role, Director of Programmes and Education, will oversee the design and delivery of our projects, outreach, and workshops, taking responsibility for key initiatives.

As this role is new, you will have the opportunity to shape it. We're looking for someone who can work independently and, in a team, comfortable with navigating uncertainty as we grow.

Purpose of the role

The purpose of the role is to ensure the leadership and development of the charity's projects and programmes aimed at educating young people about mental health. It also involves creating opportunities for young people to take the lead through:

- Managing and developing the charity's ongoing projects and programmes and developing new ideas from the Board and SLT to meet the charity's strategy
- Developing and implementing the charity's approach to impact reporting, evaluation, and learning - allow us to continuously improve the services and projects we offer

- Ensuring that our projects and work is informed by developments in mental health, youth work and social action
- Building key relationships with senior managers across the charity and voluntary sector and in the health and social care sectors.

Our values

We expect everyone who is part of our organisation to be committed to our values and share our ambition to become a more diverse and inclusive charity. For more information on our charity visit us at www.albos.org.uk/about-us.

Our values:

Accessibility	We will provide fair and open access to volunteer opportunities and support services in our communities.
Leadership	We will motivate ourselves and others to meet our aims and support the young people we serve.
Belonging	We will create and foster an inclusive culture of support and acceptance for everyone involved with the charity.
Open-mindedness	We will take on board other people's ideas to ensure we meet our aims.
Selflessness	We will act with less concern for ourselves and more for the success of the charity and our mission as a whole.

Key responsibilities

Strategy/Board

- To work with the Chief Executive and wider Senior Leadership Team to develop and refine strategy and plans for the development of the charity's projects to support its strategic goals.
- To provide the trustees with strategic advice and assurance on matters relating to programmes and mental health education work.
- To develop and agree with the trustees an impact and evaluation framework for the charity.
- To exercise delegated authority on programme matters with integrity and fairness. To deputise for the CEO in their absence and act as an ambassador for the Charity.

Education and Programmes

- To manage the charity's programmes which operate at varying levels of funding, impact, and support.
- To work with the charity's wider team to develop a robust process for the management of projects and the funding of them.
- To work closely with the Chief Executive to ensure that processes are in place and are followed to ensure the effective monitoring and control of all

funds and that all stakeholders (including the Board) receive accurate and timely information and updates.

- To work closely with the Charity's Youth Steering Group to co-create ideas and develop projects to increase the charity's impact.

Engagement

- To ensure that the views of funders, partners, and those with lived experience of mental health inform our work.
- To work and support the Charity's Youth Board to advise senior leaders and the board on the charity's work
- To work closely with the Communications and Campaigns Team to allow them to create inspiring written and verbal information on the charity's programmes.

Leadership and Management

- To take a leadership role in the charity, modelling our mission and values
- To manage and mentor a talented programmes and education team to get the most impactful results from their work
- To ensure that the team delivers on its plans and is effective by:
 - contributing to annual and quarterly planning and budgeting processes.
 - preparing progress reports against objectives, KPIs and other set targets.
 - managing available resources and expenditure to forecast the expected outturn across the year.
- To take an active role in the charity's Senior Leadership Team working collaboratively to identify opportunities outside of your area of responsibility.

Person Specification

Required experience

- Managing and developing projects or programmes in relevant sectors such as mental health, youth work, public sector, or charity.
- Experience working with senior leadership teams and stakeholders within charity, health, or social care sectors
- Experience working directly with young people, involving them in the development and delivery of projects

Desirable experience

- A leadership role, or significant experiencing managing or leading programmes in education, the public sector, or charities.

- Direct experience of working in or with charities and voluntary sector organisations.
- Experience in a safeguarding role - e.g., Designated Safeguarding Lead or be willing to undergo training for this.

Skills and competencies

- Excellent written and verbal communication skills
- Strong leadership and team management abilities
- Strategic planning and budgeting skills, with the ability to manage resources effectively
- Ability to work both independently and as part of a team
- Strong research skills, including the ability to gather and interpret information from various sources

Other

- Commitment to our mission, vision, and values as a charity
- Willing and able to travel across the UK where necessary

For an informal conversation about the role please contact the Recruiting Leader at [**callum.parr@albos.org.uk**](mailto:callum.parr@albos.org.uk)

This role is exempt from the provisions of the Rehabilitation of Offenders Act.

This role profile is intended as an outline indicator of general areas of activity and will be amended considering the changing needs of A Little Bit of Sunshine. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: C.Parr, CEO **Date of Preparation:** October 2024