



envision

**Director of Programmes and
Impact (Mat Cover)**

Application Pack

Deadline: Midnight Tuesday 8th April

Director of Programmes and Impact

- **London or Birmingham**
- **12-month maternity cover**
- **Part time contract (21 hours per week)**
- **£50,000-£55,000 per annum pro-rata (additional £2k London Weighting if applicable)**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic 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

At Envision, we work in partnership with schools in London, Birmingham and Bristol to empower young people from less-advantaged background, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period. We partner each team of young people 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.

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 Pupil



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

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"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

This is an exciting opportunity to lead the Programmes and Impact (P&I) Team through the second year of the current Impact Strategy, which focuses on strengthening our approach to quality assurance, sustaining the consistent delivery of our existing impact management systems, and reviewing and standardising our Long-Term Outcomes framework.

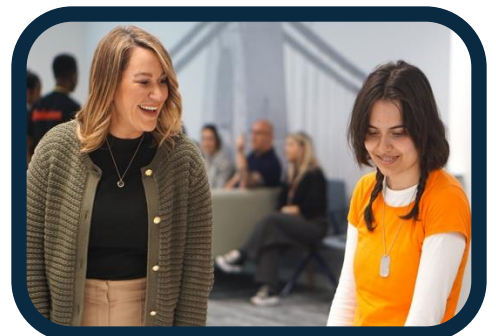
As **Director of Programmes and Impact** (maternity cover), you will oversee the training, delivery and continuous improvement of our core programme, ensuring it is delivered consistently and well. You will manage the Programmes and Impact team to meet all impact management and quality assurance targets for the 2025/26 programme year.

We have a clear and focused mission and plan, a strong record of success, and a dynamic team and culture. You will be the leading voice on maintaining our strong culture of impact across the organisation.

As a core member of the **senior management team (SMT)**, you will work closely with the Board, CEO, and senior colleagues to drive forward our growth and impact strategy as well as sustain our organisational culture.

You will also serve as the **Designated Safeguarding Lead (DSL)**, ensuring the safety of our young people and staff through strong policy implementation and ongoing monitoring. In this role you'll be supported by our Safeguarding trustee and the wider safeguarding team.

We are seeking an **inspiring leader** who can champion our **impact strategy**, drive excellence in programme delivery, and empower their team to be collaborative and creative to achieve our goals. You will be passionate about the transformative power of **Essential Skills** for young people from underrepresented backgrounds and committed to advocating for greater focus and funding in this space. You will ideally have a history of strengthening programmes and quality assurance processes in cross regional organisations, during a time of growth.



Responsibilities

You will:

Ensure consistent and high-quality national programme delivery

- Oversee quality assurance processes that ensure programme delivery is consistent, high-quality, and impactful.
- Refine, deliver, and oversee training for the Programme Delivery Team, ensuring they can facilitate high-quality programmes with confidence.
- Work with the Curriculum Manager and Regional Delivery Managers to implement national and regional quality assurance activities, including data-driven decision-making, deliberate practice, and observation cycles to enhance programme quality.

Lead on impact management

- Ensure Envision meets the impact targets outlined in the three-year Impact Strategy
- Act as the internal champion of our impact culture, embedding impact measurements as a fundamental part of our programme delivery.
- Lead on internal training in Impact Management, working closely with the Impact Manager.
- Support the Impact Manager in ensuring data quality and consistency, providing the Delivery Team, SMT, and the Board with timely and reliable impact data.
- Ensure the Programmes and Impact (P&I) Team contribute effectively to impact reporting for funders and external stakeholders.
- Lead the bi-annual Programme Reviews (Mid-Year and End-of-Year) with the P&I team, facilitating day-long workshops for the Delivery Team and Whole Staff.
- Work with the Curriculum Manager and Impact Manager to analyse qualitative and quantitative data, translating insights into programme refinements.



Responsibilities

Lead on safeguarding as Designated Safeguarding Lead (DSL)

- Ensure the organisation’s safeguarding practice remains robust, up-to-date, and embedded across all programmes.
- Lead the safeguarding process, responding to concerns and ensuring appropriate action is taken.
- Review and implement the Safeguarding and Child Protection Policy, ensuring compliance with best practices.
- Develop and facilitate safeguarding training for Envision Staff and external volunteers.
- Work closely with the Safeguarding Trustee to strengthen safeguarding policies and ensure rigorous execution.

Provide strategic leadership as a member of SMT

- Contribute to overall organisational strategy, providing expert insights on programme delivery and impact.
- Produce quarterly Programme and Impact Reports and Safeguarding Reports for the Board, as well as an End of Year Review Report.
- Lead the quarterly Programme and Impact Committee meetings, ensuring trustees committee members have the data and analysis needed to support and challenge Envision’s progress.



‘I really believe that there are lasting memories and life lessons acquired, not only for the pupils, but for the mentors too with this initiative and I’m extremely proud and grateful to have been a part of it.’

Nathan,
Mentor at NFP



“Ensuring that so-called “soft skills” can be built with intention and impact is core to our mission. This role is pivotal in helping our team build the quality and consistency of our programme delivery.”

Elisabeth,
CEO

Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Senior leadership experience in programme delivery, impact management, or quality assurance, including team management and professional development	E	A & I
Expertise in impact management , including data analysis and using insights to drive programme quality	E	A & I
Experience designing and delivering training and quality assurance processes for programmes teams	E	A & I
Experience of implementing safeguarding processes, policies, and training, ideally as a Designated Safeguarding Lead	E	A & I
Strong strategic thinking , problem-solving and stakeholder management skills, with experience engaging senior leadership and trustees	E	I
Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I
Experience working in schools, colleges, or the charity sector, particularly in curriculum or programme design related to employability or essential skills development	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences.	E	I
Determination: 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

Remuneration	£50,000-£55,000 per annum (+ £2,000 London weighting if applicable)
Location	London or Birmingham <i>This role requires travel across our 3 regions to support programme delivery and quality assurance. Envision does operate hybrid working policy and flexibility to work from home.</i>
Contract Type	12-month maternity cover Part time (21 hours per week)
Management responsibility	Currently managing a team of 5 with 3 direct reports

Employee Rights and Benefits

Pension:	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days
Volunteering Days	2 days per year
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Summer Fridays	1pm finish on Fridays in July and August
Bike to Work Scheme	Up to £1000 limit
Enhanced Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay
Charity Mentoring Network	Opportunity for personal & professional development by mentoring another, or being mentored by someone else.
Employee Eye Test	Envision will refund the cost of an annual eye test.
Charity Workers Discount	Receive savings and cashback on many personal purchases
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme

Application Process

To apply, please complete the application form [here](#).

Recruitment Timetable	
Schedule	Milestone
Tues 8th April (Midnight)	Closing date for applicants
Weds 16th April	First interviews (by MS Teams)
Thurs 24th April	Final interviews (in person)

If you have any questions, please do not hesitate to contact us: 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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