

Job Title:	Programme Manager
Location:	London: from office premises at the Damilola Taylor Centre, 1 East Surrey Grove, Peckham, London SE15 6DR. Attend meetings or events in person or remotely.
Reporting to:	Board of Trustees
Contract terms and hours:	21 hours per week Probationary period of 6 months
Remuneration	£26,125 per annum (Full time equivalent is £35,700)

Background:

The Damilola Taylor Trust (DTT) is a charitable company limited by guarantee incorporated in May 2001 in memory of Damilola Taylor and registered as a charity in July 2001. Our founding mission is to provide inner-city youths with opportunities to play, learn and live their lives free of fear and violence, and with optimism for a future where opportunities abound.

We develop the hope, optimism and self-esteem of young people so that they can:

- Lead healthy lives;
- Stay in School;
- Grow up to become independent productive adults;
- Have lofty aspirations and work to attain their innate potential.

For over two decades, we have supported young people through mentoring, education, employability, personal development, life skills, and community engagement programmes that inspire hope, aspiration, confidence, and resilience. As we mark our 25th anniversary this year, we intend to strengthen organisational capacity, expand partnerships, and scale programmes that positively impact young people and communities across London.

For additional information about the Trust and its programmes, please go to our website:

www.damilolataylortrust.co.uk

Job purpose:

We are looking for an experienced, dynamic and motivated Programme Manager to lead the Damilola Taylor Trust's Executive Team, sustain and scale our core youth-focused programmes in South London, providing consistent leadership and operational stability.

Roles and responsibilities You will:

- Manage delivery of the Career pathway programme for schools (CPPFS) courses, which help YP at risk of involvement in criminal activity to engage fully in education by addressing barriers to positive engagement through workshops and career-mentor support at Harris Academies in South London, with a view to reaching 150 students a year.
- Support and supervise the Project Coordinator to implement the project "From Tragedy to Legacy" to celebrate the legacy of Damilola Taylor while highlighting the impact the Trust has made in 25 years supporting young people in inner-city areas of London.
- Lead the Trust's collaboration initiative with YouthBuild UK, a South London based charity that trains YP to be work ready in a variety of industries including construction, hospitality, customer care and IT to enhance impact of our Career Search and Skills Development (CSSD) programme.
- Design, develop and implement new programmes for delivery in-house or via third party delivery partners.
- Agree the Executive Team's work plan, lead, and motivate staff to create a high-performing team that sustains and scales the impact of our core youth-focused programmes.
- Taking the lead with day-to-day administration and management of the Trust's programmes, you will maintain a database, producing written communications and reports, information leaflets, website updates, budget monitoring, and negotiating with delivery partners, and an array of detailed record keeping.
- Contribute to organisational planning and development, including supporting our plan of building capacity to create the organisation required to achieve results that we are committed to.
- Support our fundraising team through providing feedback, reports and information to support bid writing activities.

Key working relationships**Programme Management function**

- As leader of the Trust's executive team, you will work closely with our finance service provider, line manage the Administration officer and Project Coordinator, and be responsible for delivery of our programmes.
- You will develop good working relationships with our project delivery partners, while building in-house capacity for delivery of our main programmes as well as those developed in collaboration with other Social Providers such as YouthBuild UK
- Be involved in sector networking and awareness raising on behalf of the Trust.
- Act as an ambassador for the Trust at all times.

Person specification –Specific experience or skill

KEY: (E) Essential (D) Desirable

Person specification –Specific experience or skill

- Experience of designing, developing and implementing charitable programmes especially to support development of young people from disadvantaged backgrounds (E)
- Significant experience managing delivery of youth-focused programmes in a small but growing charity (E)
- Strong leadership and team skills to motivate, support and work with a team of youth workers
- An excellent understanding and a proven track record of relevant experience working with young people (YP) from inner-city areas of high deprivation (E)
- A positive attitude, high energy and enthusiasm for the work of the Damilola Taylor Trust
- Excellent communicator, planner and problem solver, a strong team player and an exemplary role model (E)
- Self-directed, self-motivated with the ability to work on own initiative to plan and manage own and a team's workload (E)

Knowledge, qualifications

- Knowledge of situational leadership and general management practices (E)
- Knowledge of General Data Protection Regulations (E)
- An understanding of safeguarding of children, young people and vulnerable adults (E)
- Current DBS certificate (E but, for a suitable candidate, the post might be offered subject to a DBS being obtained)
- Degree or relevant experience of working in the Social Sector, and or as a Youth work (D)
- Experience of programme development processes and tools (frameworks, theories of change) (E)

Personal qualities

- Commitment to own continuing personal and professional development
- Commitment to the mission, vision and values of DTT
- Flexibility to work in a hybrid job, place based; school locations and virtual
- Commitment to effective relationship building and collaboration

Safer Recruitment

The Trust is committed to safeguarding and promoting the welfare of young people and requires all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Please be advised;

- a satisfactory Enhanced DBS Disclosure with Children's Barred List will be required for this post;
- we will seek references on shortlisted candidates before interview, and may approach previous employers for information to verify particular experience or qualifications;
- if the applicant is shortlisted, any relevant issues arising from his or her references or application will be taken up at interview;
- in accordance with due diligence checks, online searches may be conducted as part of the selection process on shortlisted candidates;

How to Apply

Please write no more than 1000 words explaining how your experience, qualifications and personal qualities fit you for this post. Also submit a CV which includes your full name, address, phone number and email address, your educational and work histories and the names of two referees, one of whom will normally be your current or latest employer.

Application must be submitted via the Charity Jobs Platform. <https://www.charityjobs.co.uk>