

## Job Description



**Job Title:** Programme Lead

**Reporting to:** Senior Programme Lead

**Location:** London

**Salary:** £27,000

**Contract:** Permanent, term-time-only; full or part time

**Annual Leave:** 50 days paid holiday each year which must be taken during school holiday

### Background

Power2 is a fast growing and energetic children and young people's charity that has supported 27,000 young people since 2011. We are based in the North West of England and London and deliver early-intervention asset-based programmes to children and young people who have mental wellbeing challenges and are disengaged from school and more widely. We are well-known for our accredited Teens and Toddlers programme and are supporting young people via Power2 Rediscover, an intensive 1:1 crisis response programme. Our Power2 Thrive programme focuses on improving mental wellbeing.

With our support, children and young people who are experiencing vulnerabilities and disadvantages improve their wellbeing, re-engage with school and learning, build networks and access opportunities.

We're committed to equality and operate within a culture and structure that recognises diversity and strives to be fair. We live by our values of Brave, Expert and Passionate and we aim to have an entrepreneurial and flexible approach to work.

### The role

Programme Leads, and the relationships they cultivate with the young people they work with, are at the heart of our success – so recruiting the right people is paramount. Programme Leads work with significant autonomy and authority. They must embrace responsibility and are accountable for their work. They work collaboratively alongside young people, operating as a mentor as they empower young people to develop self-esteem, become resilient and engage with school and their own future. They give each young person the time, the confidence and skills to engage with their education.

Our new Programme Leads will work as part of a team in secondary schools to support young people, their families, and school staff to ensure that at-risk pupils make the most of their education and improve their life chances. Work will include 1:1 support and delivery of Power2's core programmes, including Teens and Toddlers and Power2 Progress. The successful candidates must be able to travel around London and work the occasional evening and weekends.

### Responsibilities

#### Programme Delivery

- Empower young people to develop self-esteem, become more resilient and engage with school and their own future.
- Build and sustain constructive relationships with young people, including setting clear boundaries and knowing when to be flexible with young people and school partners.
- Liaise with parents, as necessary, to offer feedback, information, advice and guidance.
- Organise and run planned activities outside of the school setting.
- Plan, facilitate and assess Power2 programmes.

- Understand and work with the systems in each school, engaging with the right people at the right time to deliver results.
- Liaise with and manage schools to set up and ensure smooth running of Power2 activity in schools. This includes obtaining agreements with schools and nurseries.

### **Business Development**

- Manage internal & external stakeholder relationships including: schools, nurseries, beneficiaries, colleagues and other external professionals.
- Build and proactively manage relationships with a diverse group of key stakeholders to support the retention of existing and engagement of new schools.
- Project management; set up, initial presentations, co-ordination, scheduling and attending meetings, events and ceremonies.

### **Monitoring and Evaluation**

- Supply, manage and understand how to use data for evaluation, feedback and administration purposes.
- Ensure data is up to date, submitted on time, complete and is used to inform best practice.
- Provide feedback to stakeholders on beneficiary outcomes.

### **Working Relationships**

- **Internal:** Work as part of the wider team to ensure delivery of the charity's strategic goals. Provide cover for colleagues where necessary.
- **External:** Represent the charity to schools, young people, funders and supporters. Build and maintain excellent relationships with all stakeholders and demonstrate resilience in the face of any challenges.

The above list is not exclusive or exhaustive and you may be required to undertake such other duties as may reasonably be required.

### **Person Specification**

#### **Required**

- A levels, NVQ3 Level 3, or equivalent qualification.
- Experience of working with children and young people.
- Genuine interest and commitment to young people's development and empowerment.
- Accuracy and attention to detail.
- Willingness to be trained to maintain data collection processes.
- Excellent written and verbal communication skills.
- Proven professional attitude, ability to communicate across a range of stakeholders<sup>1</sup> and provide feedback internally and externally.
- Able to organise, prioritise and plan workload and programmes ahead of time.
- Ability to work flexibly within the team to contribute and deliver shared priorities.
- Ability to work with and without direct supervision.
- Able to remain discrete and maintain confidentiality.
- Ensure that safeguarding practices and procedures are followed and understood
- Ability & willingness to travel as required.
- A satisfactory Disclosure and Barring check (DBS) enhanced level.
- Ensure that equality issues are identified, promoted, and managed in all areas of your work.

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<sup>1</sup> Stakeholders can include: school staff, children and young people, team members, funders and other external professionals.

## **Desirable**

- Experience working with schools – secondary and/or nursery and/or primary.
- Experience of facilitating a programme with young people and flexing the programme in order to meet the needs of the learners and the school.
- Experience of marketing and selling to retain existing and/or engage new schools.
- Experience of working with data from managing to collecting.
- Familiar with MS Office tools and able to handle data transfer and submission using electronic means e.g. excel.
- Experience using Salesforce.

## **Personal Attributes**

- **Behaviours** – active listening skills, can-do attitude, confident, consistent, empathic, flexible and adaptable, influential, inspirational, non-judgmental, proactive, reliable, solution focused, supportive, resilient, tenacious.
- **Personal Leadership**
  - Socially and emotionally intelligent
  - Seeks to understand first, before being understood
  - Open to new ideas; able to improvise and think on feet
  - Assumes positive intent
  - Self-aware and seeks to learn/develop self; willing to ask for help
  - Gives and receives constructive feedback and can manage conflict and misunderstandings effectively
  - Sets clear boundaries and manages expectations
  - Follows up on agreed actions
  - Supports the learning of others within Power2
  - Recognises the importance of balancing sometimes conflicting needs between funders, schools and the young people
- **Young Person Leadership**
  - Role models respect, assertiveness and confidence
  - Actively works to understand each young person and their needs
  - Genuinely interested and cares
  - Sets boundaries and manages them effectively
  - Promotes independence through empowerment
  - Has courageous conversations when required
  - Stays focused, calm and committed even when tested.

Power2 reserves the right to amend the job description in line with changing organisational needs.