



The Talent Foundry

# Job applicant information pack

## Programme Manager



[talentfoundry.org.uk](http://talentfoundry.org.uk)

# Help discover talent

A message from our Chief Executive, Jenni Anderson

All of us at The Talent Foundry believe that a young person's success should be determined by the talents and abilities they have, not where they come from.

All too often we hear from teachers in our school network that those from underserved communities are missing out on the skills and development opportunities that could completely change their futures.

This is why we offer free programmes in schools which ignite and enhance a young person's confidence in the abilities that they have - and connect them to employers and industries where they can have a successful career.

Improving social mobility is a team effort, and we offer an opportunity where people from all backgrounds can thrive and contribute.

This year we've grown and expanded our work with our wonderful partners from the commercial and public sectors to reach thousands more young people develop their skills and confidence. We work with Barclays LifeSkills, Dell Technologies, the ICAEW, KPMG, M&G plc, Mace and the NHS (amongst many other exciting industries) to showcase successful careers and workplace skills in classroom.

We know we can do more and I hope this job pack inspires you to join us.



# Our impact

**Our mission** is to increase social mobility by helping young people from underserved backgrounds discover what they are amazing at, develop valuable new employment skills, and take that first step into the world of work.

We are founded on two core beliefs:

- **firstly**, we believe that everyone has something they can be amazing at. They just need to discover what that is, and we can help them do that.
- **secondly**, we believe that all young people deserve equal opportunities in life, regardless of their background or financial circumstances.

[You can read more about our Theory of Change on our website.](#)

This year we delivered a record-breaking 32 employability programmes working with 21 partners across England, Wales and Scotland.



# 45,792

YOUNG PEOPLE SUPPORTED

**Sectors we supported:**

Engineering, Healthcare, Rail, Finance, Professional Services, Entertainment, Technology, Construction, Retail, Sciences, Built Economy.

We are proud that our programmes are recognised by the Skills Builder Impact Accreditation

- Network Rail Track to the Future - Impact Level 4
- KPMG WorkReady - Impact Level 3
- M&G Enterprise Challenge - Impact Level 2
- The Bid Idea Workbook - Impact Level 2



# Our values

Our **team values** are essential to achieving our mission.

Everyone on our team is:

- Passionate about the charity's vision to improve social mobility
- Motivated by team success
- Proactive in getting things done

The values of **ambition, inquisitiveness**, and **inclusivity and equity** guide us in everything we do:

We are **ambitious** for young people, our partners, and for ourselves. This means we strive to help everyone discover their talents and abilities, and support them to develop the confidence to use them.

Whether we're working with students or with each other, we believe that setting high goals and pushing ourselves to achieve them is key to success.

We are also **inquisitive**. We welcome feedback and spark discussions around how to continuously improve ourselves and our work. We're not afraid to ask questions and seek out bold new ideas, keen to learn and grow.

Finally, we are committed to **inclusivity and equity**. We believe that everyone should have equal access to opportunities and resources, regardless of their background or circumstances.

We work to create safe and welcoming spaces where everyone feels valued and respected, and to identify and address systemic barriers that prevent young people from underserved communities from achieving their full potential.



# Programme Manager

## About this role and where it sits in the team

We are proud of our long-term, transformational partnerships with business across financial services, technology, healthcare and the built economy. You will be managing and developing skills and employability programmes designed in partnership with industry.

With support from the Head of Programmes and Partnerships, you will ensure TTF educational programmes are successfully delivered from conception to evaluation. **You will work collaboratively with our corporate and industry partners** to support teachers and students in schools and further education institutions.

Within a small team you will work closely and collaboratively with your colleagues across programmes and school engagement.

You will **line manage** and be responsible for the development of our Programme Co-ordinators as well as working closely with our inspirational network of freelance facilitators who deliver our workshops in schools.

While you'll be working remotely, you will not be on your own. You will be talking to TTF colleagues, industry colleagues, schools, facilitators, and volunteers daily. **You will also want to regularly visit your projects in schools** which could be anywhere in the UK.

You will ensure the programmes you manage are developed and delivered to **agreed aims, targets, budgets, and deadlines**.

You like to be well-organised and plan across the project lifecycle with ease (you always have a **Plan B**).

**Most importantly, you will ensure that everything we do is designed to reach and support young people from underserved communities discover what they're amazing at.**

# Key responsibilities

## What you will be doing

You'll be a brilliant project manager, someone who is action-orientated and organised. You will enjoy working in partnership with a variety of people and implement practical solutions to meet your goals.

You can balance competing priorities and deadlines to keep projects moving and are comfortable making decisions after gathering insight and information from colleagues and partners.

### Multiple projects management

You will nurture and build long-term relationships with major household names and schools to deliver several social mobility programmes. You will take responsibility for all stages of the project lifecycle and plan effectively to meet budgets and timescales. You'll have considered a Plan B for when things aren't going according to plan and comfortable taking the decision to adapt your programmes to meet objectives.

### Team management for programme delivery

You will directly manage a small team who work with you on specific programmes and who support other Programme Managers. Helping the team to prioritise and manage demand across our school network is key to meeting our vision. You will support the Head of Programmes and Partnerships to identify learning and development needs and be involved in recruitment through to annual review, providing ongoing supervision and direction to your team.

### Use systems and administrative processes

Whether you are monitoring programme budgets, planning school bookings, commissioning facilitators or providing volunteer briefings, you will find the most efficient and cost-effective ways to manage the day-to-day operations of your programme activities. This includes assessing the best delivery model, setting deadlines and confirming suitable logistics and/or technical requirements at schools and venues. You'll be happy to make recommendations on how we can do this better.

## Build exceptional relationships

You will be an ambassador for your programmes and TTF to develop and maintain excellent working relationships across all levels of our partner organisations. You'll want to get to know the geographic areas you are working in and be excited by spotting opportunities to grow our pipeline of partners and programmes. Key relationships include our industry partners, our facilitators who are delivering workshops to thousands of young people every week; corporate volunteers who will join sessions throughout the life of the programme; and the schools with which we work.

## Evaluation and reporting

You will advise corporate partners and funders to create ways to support young people through workshops, resources, content, and materials. With the support of your Programme Co-ordinators, you will seek feedback from students, teachers and volunteers and continuously review opportunities for improvements. You will also write regular reports and impact reports for partners. You want to know that what we do works.

## Everyone in our team:

- Operates as a flexible team player and provides a high level of self-administration support to facilitate a 'one team' approach
- Understands and complies with, all policies and procedures at TTF including Safeguarding, Health & Safety and Data Protection & GDPR responsibilities
- Supports diversity and equal opportunities for all, appreciating, and supporting the role of other professionals
- **Attends and participates in TTF meetings, events, training and learning activities**
- Undertakes all other duties commensurate with the level of the post as required



# Person specification

## Knowledge and skills

### Experience

- Track record of managing multiple projects with a variety of stakeholders from the **public or commercial sector**.
- Direct line staff management inc. performance management
- Track record of achieving targets and objectives
- IT, data, and systems to operate efficient programmes, evaluate and measure their success
- Monitoring and evaluation of outcomes to assess impact
- Budget and resource monitoring
- Understanding of and interest in the education sector

### Skills

- Excellent written communications and speaking and listening skills
- Administrative skills, using data, spreadsheets to plan and organise your work
- Confident using MS packages including email, Teams, PowerPoint, Forms, Excel and Word and comfortable using technology to enhance our activities
- Problem-solving
- Decision-making

While it's not a criteria, we're especially interested to hear from applicants who have lived experience of some of the challenges young people from underserved backgrounds are facing today.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status, or social economic background.

*"I learnt so much and now think I know what I want to do in the future."*



# Job details

## Salary and benefits

**Salary** - £35,000 (pro-rata for part-time)

**Annual leave** - 28 days, plus Bank Holidays (pro-rata for part-time)

**Reports to** - Head of Programmes and Partnerships

**Hours** - Full time, 37.5 hours per week, Monday to Friday

**We are interested in hearing from candidates who are seeking to work part-time (minimum 30 hours / 4 days p/w).**

Please note on your application if you are interested in part-time working.

## Place of work

This is a hybrid role. You will be working from home (IT equipment provided), with 2-3 individual days per month (on average, pro-rata for part-time) in London for team together days in a co-working space. These days are considered commuting days.

This role does include travel to partner offices and visits to schools across the UK (expenses paid).

## Also:

- Employee Assistance Programme
- Training and development budget
- Quarterly social activities at a team together day
- The afternoon of your birthday off (or the morning after)
- Enhanced maternity package after three years service



# To apply

- A comprehensive CV
  - for our safer recruitment process, please include a note if you have any employment gaps
- A covering letter or personal statement outlining (max two A4 pages):
  - Your skills and relevant experience in relation to the responsibilities and the person specification - **please focus on management of projects and staff.**
  - An example of a project or programme you have managed that you are most proud of
  - Which TTF programme you were most interested in learning more about and why (visit our website to read about our programmes).

## How to write a good application

While we encourage the use of innovative technology in our work, we want to hear your voice and personality in your application. AI is a tool, not a shortcut. This doesn't mean asking AI to do the work for you, or copying and pasting answers, as this would limit the way you can showcase your personal experiences and strengths.

In your cover letter consider telling us your skills, experience or approach to the headings and activities we've outlined in 'Key Responsibilities.' Then tell us about how you meet the person specification.

We know applicants will not have 100% of the skills and experiences outlined in the person specification, so give us a clear and concise review of the strengths you have and where you are looking to learn and develop in this role.

Applications that fail to meet this criteria will automatically be discounted.

Please let us know if there is anything we can do to make sure the application process works for you.

## **Closing date**

We are actively hiring for this role and will be interviewing successful candidates on a rolling basis in July 2024.

## **Next steps**

If you are shortlisted for the role, you will be invited to a virtual interview on MS Teams with the Hiring Manager. We always send interview questions out in advance. Second interviews will be in-person and reasonable travel expenses will be reimbursed.

## **Safeguarding**

We are committed to safeguarding and promoting the wellbeing and welfare of children and we require everyone associated with The Talent Foundry Trust, including all trustees, employees, and volunteers to share this commitment. Successful applicants will need to undergo child protection screening appropriate to the role, including completing our Safer Recruitment process, references from past employers and Disclosure and Barring Service checks.