



## Programme Manager – Job Description

Inspire believes that all young people should have access to the opportunities and inspiration they need to achieve their potential.

We inspire children and young people across London and beyond, using data to understand the barriers they face and connecting them with a range of employers and opportunities to open doors to their success.

Our guiding principles are:

**Work with integrity** – doing the right thing for young people

**Be bold** – using challenges to drive innovation

**Drive equity** – challenging our thinking to increase diversity

**In partnership** – working with others to achieve goals

## The Role

The Programme Manager is responsible for developing and delivering work related learning programmes for children and young people with the aim of enhancing their skills and understanding of future career opportunities.

## Responsibilities

1. Manage development and delivery of;
  - a. Programmes delivering in schools.
  - b. Bespoke programmes commissioned by corporate partners.
  - c. Grant funded programmes ensuring they adhere to funding rules and reporting requirements.
  - d. Programmes working with young people who are excluded from Mainstream Education.
2. Manage staff within the Work Related Learning Team.
3. Act as main point of contact and maintain an effective relationship with participating schools. This includes liaison between all stakeholders including; schools, funders, business volunteers and staff.
4. Represent the charity in meetings and events in order to promote and raise awareness of the charity.
5. Assist the Business Development team expanding services to Corporate organisations as well as supporting the preparation of bids, tenders and grant applications when required.
6. Evaluate and refresh service delivery including development of new programmes.
7. Work alongside other members of the Delivery Team to ensure effective recruitment, training and retention of volunteers across all programmes delivered by the charity.
8. Develop and deliver training to those participating in delivery of programmes. This can include business volunteers, school staff or members of charity staff.
9. To carry out any other duties that are in line with the purpose and grade of the role.
10. To complete all tasks in accordance with the charity policies and procedures and funders requirements to ensure contractual obligations are met.



## Qualifications required

- A minimum of 5 GCSEs at A\* to C grade or equivalent (including English and Maths)
- A Levels or equivalent qualification
- Educated to Degree level or able to demonstrate equivalent experience

## Person Specification

### Essential

- High standard of presentation skills including the ability to facilitate and delivery training sessions to business volunteers and workshops to children and young people of all ages.
- Excellent communication skills.
- Commitment to supporting the development of children and young people.
- Experience of successfully managing projects/activities, ideally in an education context.
- Able to evaluate programmes, materials and activities and adapt as necessary to ensure successful outcomes.
- Able to remain calm, think clearly and resolve problems at short notice.
- Good team player.
- Previous experience of supervising/line managing a team.
- Able to show initiative and creativity in identifying and developing new ideas and opportunities.
- Able to work to strict deadlines ensuring contractual compliance and requirements are met.
- Able to work under minimum supervision and make decisions in the absence of the line manager.
- Excellent IT skills, proficient in using Microsoft Office.

### Desirable

- Experience of working with children and young people including those excluded from mainstream education.
- Experience of working with schools and business volunteers.
- Knowledge of CSR within business.
- Experience of working within a project management environment.
- A teaching qualification.