Job Description

Job Title:	Programme Manager
Service:	Coram Leap Confronting Conflict
Reporting to:	Head of Delivery
Salary Range:	£34,628.80 per annum (£43,286 FTE)
Work Pattern:	4 days per week / 28 hours per week
Contract Type:	Fixed Term for 3 years

Introduction to Coram Leap Confronting Conflict

Coram Leap is a specialist youth organisation that supports young people to navigate conflict, build strong relationships and develop the confidence, skills and resilience needed to thrive. We work with young people experiencing a range of challenges, including violence, school exclusion, community conflict and other barriers to opportunity, as well as those at risk of experiencing these issues in the future. Through relational, trauma-informed approaches, we help young people strengthen their sense of agency, develop positive support networks and create positive futures.

For almost 40 years, we have designed and delivered programmes that support young people facing barriers and challenges, combining direct delivery with workforce development and partnership working to create sustainable change for young people and the systems around them. We work alongside schools, families, community organisations and local partners, recognising young people's strengths and lived experiences while addressing the factors that can contribute to conflict, exclusion, violence and exploitation.

Purpose of the Role

The Programme Manager is responsible for leading the delivery of Coram Leap's programmes, including planning and overseeing delivery, managing partnerships, coordinating freelance trainers and stakeholders, and monitoring programme budgets. The postholder will work closely with colleagues across the organisation to ensure requirements relating to impact measurement, evaluation, case studies, reporting and communications are met.

Coram Leap is currently recruiting a Programme Manager to lead the delivery of the **Leadership & Enterprise (L&E) 2.0 programme**, a three-year National Lottery-funded youth development programme supporting young people aged 11 to 25 in Lewisham and Tower Hamlets to build the skills, confidence and resilience needed to navigate conflict positively. Through a tiered pathway of early intervention workshops, intensive group programmes, residential experiences, one-to-one coaching and leadership development opportunities, the programme supports young people at varying levels of need, particularly those at risk of exclusion, exploitation or harm. Alongside direct work with young people, the programme strengthens the support network around them through training for teachers, youth practitioners, parents and carers, creating more consistent, trauma-informed approaches across schools, communities and families. Over three years, the programme

will engage more than 1,000 young people and adults while developing a pipeline of young leaders and facilitators to sustain impact within local communities.

As the programme grows and develops over the funding period, responsibilities and team structures may evolve to meet changing delivery requirements and opportunities. The postholder will oversee freelance trainers delivering within the programme. The role does not currently include line management responsibility, but the postholder may take on line management responsibilities in the future if the team expands. The postholder will undertake relevant Coram Leap training and delivery observations to develop a practical understanding of Leap's methodology, experiential learning approach and conflict navigation framework.

All Coram Leap staff are expected to uphold our core values of being responsible, developing potential, creating communication and building community in all aspects of their work

Main Duties & Responsibilities

- Manage successful delivery of relevant programmes to ensure targets are met within budget and the agreed timeframe.
- Lead programme planning and coordination to ensure delivery is effective, well-managed and aligned with agreed objectives, budgets and timescales.
- Coordinate the delivery of the full Leadership & Enterprise programme pathway, including workshops, intensive group work, one-to-one coaching, residential experiences and leadership development opportunities.
- Build relationships with delivery partners, schools, youth groups, local authorities, external venues and other partners to ensure reach to young people and opportunities for future work.
- Support the recruitment, engagement, retention and progression of young people into Coram Leap programmes, and support participants to access leadership opportunities, further support and other positive next steps.
- With Coram Leap colleagues, create opportunities for young people to feed into programme design, development and delivery.
- Act as the main point of contact for trainers delivering the programme, providing briefings, guidance and ongoing support, coordinating debriefs, gathering feedback and working with the Programme and Training Lead to ensure high-quality and consistent delivery.
- Monitor programme expenditure, identify risks and variances, and work with the Programme and Training Lead to ensure budgets are effectively managed.
- Monitor delivery of project outputs and outcomes to ensure planned activities are delivered on time to the target numbers of young people and adult practitioners, seeking support and guidance from the Programmes and Training Lead as needed.
- Work with the Data and Impact Officer, Coram Research, Impact and Evaluation team, and/or external evaluators to measure programme impact against key deliverables.
- Review monitoring data regularly and work with the Programmes and Training Lead to continuously improve programme performance and impact.
- As a Designated Safeguarding Officer, ensuring safeguarding concerns are identified, recorded and escalated in line with organisational procedures.
- Work with the management team to ensure successful relationships with funders and reporting requirements are met.
- Identify, monitor and mitigate programme risks, escalating issues appropriately and implementing solutions to support successful delivery.
- Work collaboratively with other Coram Leap colleagues to share learning, embed best practice and support the delivery of Coram Leap’s wider portfolio of work.
- Following appropriate training and assessment of readiness, support or co-facilitate programme sessions where required.

- Work in line with all of Leap's policies and procedures to ensure the safety of young people, staff and trainers.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

General duties of all Coram Leap employees

- To uphold and embody the core principles of the organisation:
    - Being responsible
    - Creating communication
    - Developing potential
    - Building community
- To actively challenge personal and institutional biases and contribute to Leap's commitment to becoming an anti-racist organisation.
- To work as part of a team and contribute to the overall aims and objectives of the organisation.
- To be an advocate for the organisation
- Attend staff meetings (including weekly team check ins, monthly meetings, away days and any other meetings that occur) and training as required.
- All staff are required to operate in accordance with Leap's values, policies and procedures, including but not limited to, Safeguarding, Health and Safety, and Data Protection.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.