

Job Profile

Job title	Programme Manager - UK Trauma Council
Reporting to	Co-Director - UK Trauma Council
Employer	Anna Freud
Salary	£51,510 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours, For this role it would be at our London site (4-8 Rodney Street, London N1 9JH)
Working hours	Part-time: 21 hours per week. usual working hours are Monday to Friday, 09:00-17:00. Monday is an essential working day. Flexible working is possible.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

Anna Freud hosts and supports the [UK Trauma Council \(UKTC\)](#), a UK-wide platform bringing together expertise in research, practice, policy, and lived experience in the field of childhood trauma. The UKTC supports professionals, communities and policymakers by developing resources, guidance, and training in responding to traumatic events that impact children and young people. Through this work, the UKTC aims to transform the quality of support available to children and young people should they experience trauma.

The post-holder will work closely with the Co-Directors to coordinate and oversee the entire UKTC programme of work. The role will require close collaboration and cross-working with all members of the UKTC team as well as members of other teams across Anna Freud. This role requires independent working, self-starting initiative, and ability to work in a consultative and collaborative manner. The post-holder will need to show leadership and decision-making ability.

Main responsibilities of the role

- To coordinate and oversee the UKTC programme of work, including Council meetings, resource development and events;
- To oversee the work of the UKTC project team;
- To manage income generation, budgeting, fundraising and reporting;
- To develop and maintain strong relationships with internal partners, such as the Fundraising, Training and Communications teams;
- To develop and maintain strong relationships with external partners, such as freelancers, UKTC Council members and partner organisations.

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
Experience and/or knowledge	
Significant experience of leading complex projects involving multiple stakeholders	Application/Interview
Knowledge of co-production processes that support safe and meaningful participation and experience of working with Experts by Experience within complex projects	Application/Interview
Experience of successfully managing a budget for a complex programme or work	Application/Interview
Experience of developing strategies for income generation and managing funding bids	Application/Interview
Demonstrable commitment to improving children, young people and families' mental health	Application/Interview
Skills and/or abilities	
Ability to work autonomously and as part of a team within a wider organisation, manage collaboration across multiple stakeholders	Application/Interview
Excellent people skills including good relationship-building, ability to manage expectations, nurturing management style, tact, diplomacy and confidentiality	Application/Interview
Skilled in written communication e.g. writing reports to funders, communications materials, minutes of Council meetings, funding bids.	Application

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not

be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.