Person Specification

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

Knowledge and Understanding

Essential

- Knowledge of the youth sector.
- Understanding of safeguarding and working with vulnerable young people.
- Understanding of trauma-informed approaches.
- Willingness to undertake Coram Leap training and develop a strong understanding of Leap's experiential learning and conflict navigation approaches.

Desirable

- Knowledge of conflict management and youth violence prevention.
- Knowledge of local youth services in London.

Skills & Experience

Essential

- Proven programme management experience, including planning, delivery, monitoring and reporting.
- Experience of working with young people and supporting positive outcomes.
- Experience of developing and managing partnerships.
- Experience managing trainers, facilitators or sessional staff.
- Experience of managing budgets and financial reporting.
- Experience of monitoring outcomes and using data to improve performance.
- Excellent communication and stakeholder management skills.
- Experience of safeguarding children and young people.
- Ability to manage competing priorities and work independently.

Desirable

- Experience delivering National Lottery, VRU or other grant-funded programmes.
- Experience facilitating training or workshops.
- Understanding of Theory of Change and outcomes frameworks.
- DSL or Level 3 Safeguarding qualification.

- Experience working with young people affected by exclusion, exploitation, violence or other vulnerabilities.

Behaviours & Values

- 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 Coram 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