



Job title:	Programme & Outreach Manager
Reports to:	Programme Director
Hours:	35 hours per week – hybrid working, 3 days in the office
About us:	<p>Set up in 2009, Renaissance Foundation is a specialist youth charity providing support to two hard-to-reach groups: young carers and young hospital patients suffering from life-limiting illnesses. While each group has its own specific issues, they also have much in common, suffering from significant educational, social and emotional challenges, including low academic attainment, high rates of unemployment, isolation and lack of self-esteem. Our mission is to inspire these young people to reach their full potential through our three-year programme, using the power of inspiration, creative and digital learning and vocational development. Our programme is designed to create high aspirations, build resilience and confidence in public settings and support positive engagement with society.</p> <p>We currently have a team of five full-time employees, based at our youth hub in Aldgate, supporting around 70 young people. We have ambitious plans to grow the charity’s reach significantly in the coming years.</p>
About the role:	<p>We are looking for a capable, proactive person to oversee the management of RF’s programmes. You will be at the frontline of our work, working with key partners, young people and other stakeholders to make an impact. You will be responsible for all aspects of programme management and promotion of the programme through various outreach efforts.</p> <p>This is a wonderful opportunity for someone who is passionate about improving the lives of young Londoners to work with a driven team in a small, but impactful, charity.</p>
Your key contributions:	<p>Core Programme</p> <ul style="list-style-type: none"> • Overseeing the planning, management and evaluation of the RF programme, including onsite project management. Term time sessions take place on Wednesday between 5-7pm. Holiday drop-in sessions take place at different times • Arranging and attending planning meetings • Coordinating programme logistics including research, booking travel and ordering materials • Collating programme and monitoring data in a timely fashion, ensuring the database is kept accurate, up to date and GDPR compliant • Working to budgets and keeping track of expenditure • Acting as Health & Safety Manager: undertaking/overseeing Risk Assessments • Nurturing positive relationships with Programme Partners for successful programme delivery • Assisting the Programme Director to build effective partnerships with new partners, community organisations, local authorities and other stakeholders where required <p>Outreach</p> <ul style="list-style-type: none"> • Establishing and nurturing relationships with local organisations, schools, hospitals and other stakeholders to build partnerships that grows number of young people on the programme, delivering assemblies, presenting at meetings and taking other external visits as required • Acting as a confident and reliable point of contact for all new referral partners and all referral enquiries <p>Mentoring Programme</p> <ul style="list-style-type: none"> • Managing a cohort of mentee/mentor relationships • Working with partners and networks to recruit volunteer mentors, coordinating recruitment, induction and training • Providing ongoing support to mentors throughout the programme

	<ul style="list-style-type: none"> • Undertaking quality and performance management to ensure young people have a positive experience, that monitoring records are maintained accurately and that progress towards the desired outcomes is evidenced <p>General</p> <ul style="list-style-type: none"> • Collaborating with/supporting the programme team on an adhoc basis as required • Ensuring safeguarding principles and procedures are always followed to protect the welfare of young people, including identifying, responding and reporting any safeguarding concerns.
About you	<p>You will have experience working with young people and you might already have experience of working for a charity.</p> <p>Whilst not imperative, we are especially interested to hear from candidates who have lived experience of being a young carer or having a long-term health condition.</p>
Your skills & experience	<p>You will:</p> <ul style="list-style-type: none"> • be an excellent communicator, with the ability to build strong relationships with young people, referral and programme partners and other key stakeholders • be confident presenting and speaking publicly • have strong organisational and time management skills, with a keen eye for detail and the ability to manage a varied workload • have the ability to self-motivate, allied with possessing strong team working and collaborative skills • be able to demonstrate empathy, patience and a genuine passion for supporting young people facing significant challenges • be an enthusiastic networker • have the capacity to work outside of normal 9-5 hours (weekends and evenings) and the ability to travel abroad occasionally (e.g. to attend the Nobel Peace Prize in Oslo) <p>We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. Even if you don't feel that you meet every single requirement, we still encourage you to apply.</p>
What we can offer	<p>Salary: £26,000-30,000</p> <p>Standard benefits: 25 days holiday, plus public holidays Pension</p> <p>Additional benefits: Extra leave at Christmas Birthday leave Monthly team socials Professional training and development opportunities Access to a comprehensive EAP Cycle to work scheme Time off in lieu for irregular hours worked</p>
Further information	<p>We are committed to safeguarding at RF. Successful candidates will need to undergo child protection screening appropriate to the role, including references and Disclosure and Barring Service checks.</p>
<p>We are committed to promoting equality, diversity and inclusion and we welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or any other difference.</p>	