

Role description

Programme Lead – Children and Young People

Hours and location	Full-time, based from home, with frequent on-site activity that requires regular UK-wide travel. NDTi are happy to talk flexible working
Salary	£65,000 per annum
Management responsibilities	Refer to Team Structure
Reports to	Executive Directors
Benefits	30 days annual leave per annum plus bank holidays, generous workplace pension scheme with enhanced 8% employer contribution, supportive and family- friendly approach to flexible working. Access to support for learning and development plus additional wellbeing perks

About NDTi

NDTi has been collaborating with communities, government, health, and social care professionals for 30 years to ensure that people with disabilities of all ages are given choice and control over their own lives.

Our organisation exists to make change happen by celebrating what’s possible, supporting changemakers and building self-determination. Our work always focuses on wider life outcomes. We want disabled and older people to enjoy the same life course and opportunities as everyone else – education, paid work, a place of their own, fulfilling personal relationships and a chance to contribute to their communities.

Our vision



At the heart of everything we do is our belief in a society where **all people**, regardless of age or disability, **are valued** and able **to live the life they choose**.

We believe that all people should have choice and control over their own lives, that their human rights be respected and that they are valued as equals.

Our vision is shared by our members, our people, our partners, and the people who fund or commission our work.

Purpose of the role

The Programme Lead for the Children and Young People Programme holds a demanding and rewarding role in developing and enabling our people and team(s) to deliver a range of large and small contracts and grant funded work that furthers NDTi's mission and positions NDTi as a capable and creative partner and employer of choice.

As a member of the Leadership & Strategy group, the Programme Lead is responsible for resource planning, providing direction and great support to colleagues, ensuring that the work NDTi delivers in their area of specialism is consistently of high quality, and that the activities and achievements of the team contribute towards the strategic direction and priorities of the wider organisation.

With well-developed commercial and sector expertise, the Programme Lead will maximise opportunities to listen to and involve people with lived experience to be part of NDTi's work. Able to influence and inspire stakeholders at all levels. Programme Leads will form strong alliances and partnerships with external groups and organisations that position NDTi as a responsive, capable, supportive, and trusted partner, able to respond effectively to changing political and legislative opportunities and challenges.

The children and young people world is a complex one. Through our work NDTi seek to support change in the areas where young people are often disadvantaged or risk exclusion. Areas of specialism include, but are not limited to, Special Educational Needs and Disabilities (SEND), Autism, Looked After Children, Young Offenders, Mental Health, and Wellbeing.

The Programme Lead for Children and Young People has responsibility to engage and network with those working in this field in a proactive and influential way.

Key activities

Profile, influence, and representation

- Develop and invest time in nurturing, contacts, relationships, and networks that encourage debate, influence attitudes, and change policy and practice in order to make society more inclusive.
- Ensure NDTi's work promotes and reflects best practice in the commissioning and delivery of development support, research, and evaluation.
- Diplomatically champion the changes needed to create greater inclusion, challenging viewpoints where necessary, and offering alternatives, experiences and evidence that support people, systems and policy makers to move forward.
- Develop capacity within the team to involve people with lived experience in the design and delivery of our work.

- Contribute to activity across England, Wales, Scotland, Ireland and further afield, building strong relationships with key stakeholders, speaking with knowledge and passion at conferences and events, and advising government departments about issues and learning arising from our work.
- Contribute to the development of best practice information and ensure that positive stories and learning from our work is captured used as a wider, well informed, resource by a range of stakeholders.

Securing funding and delivering work to further NDTi's mission

- Develop meaningful and trusting relationships with organisations that fund and commission NDTi.
- Provide guidance that assists budget holders and funders to ensure invitations to tender meet the needs of the people and communities NDTi exists to support.
- Develop a balanced and mixed portfolio of long, medium, and short-term work projects alongside an active pipeline of future opportunities that supports teams to meet and sustain agreed income levels.
- Seek to balance funding sources through a mix of commissioned and grant funding sources, being sensitive to both commercial opportunities and potential risks.
- Develop and cost proposals for new work that are viable, represent value for money, align with NDTi's values, and afford sufficient duration, time and resources for our people and teams to deliver high quality and impactful work.
- Oversee all projects and programmes that come within the scope of the team, ensuring they are delivered on time, within agreed budget thresholds, meet high standards for quality, and contribute to NDTi's collective knowledge and experience.
- Undertake work alongside project delivery colleagues on simultaneous, multiple contracts, ensuring own work is of a high standard and is aligned to NDTi's values.
- Proactively share learning from our work to inform thinking across NDTi and develop standards and methods for working that create opportunities to explore fresh and creative ideas that enhance delivery of future projects and programmes.
- Ensure that policy and best practice knowledge is fully understood and applied in all aspects of work across the team and organisation.

Leadership & Strategy Group (L&SG) member

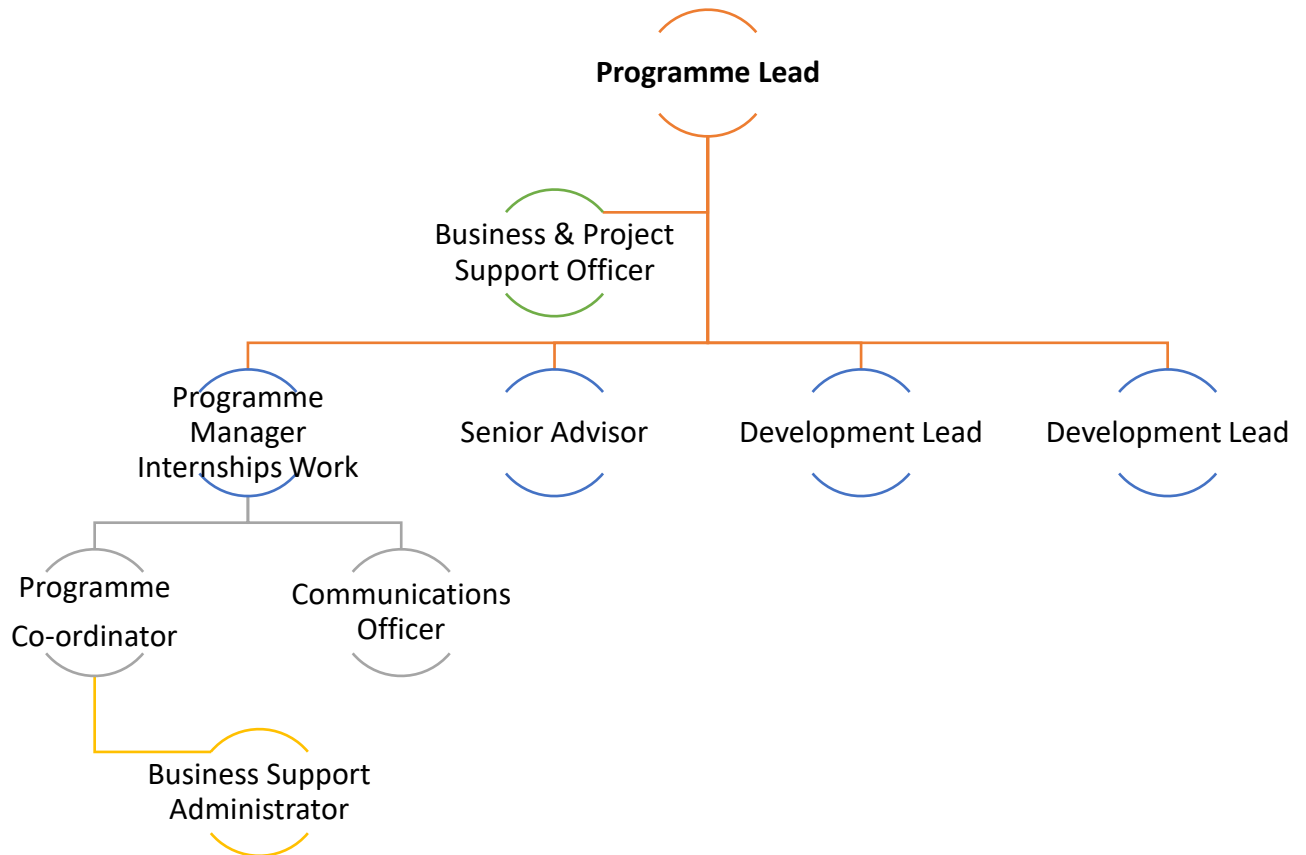
- Play a central role in providing and encouraging collaborative leadership across NDTi.

- Undertake a range of organisation-wide tasks and role(s) that enable 'a Great NDTi' and deliver our agreed strategic aims.
- Contribute to the agenda and discussions at Leadership & Strategy Group meetings, providing ideas and constructive challenge that aid decision making and good internal governance.
- Contribute to the ongoing growth and development of the organisation, engaging actively and with knowledge in the setting and monitoring of budgets and organisation wide performance measures, activities, and initiatives.
- Be accountable for capacity, design, performance and delivery of own team, utilising the L&SG forum as a valued space to reflect, plan, re-imagine what's possible, and overcome challenges.
- Facilitate workshops and other opportunities that bring people together and connect NDTi as one organisation.
- Ensure all organisation wide systems and processes are followed, supporting good business and financial management of NDTi.

Supporting our people

- Support team members to succeed in their roles, be accountable for their performance and contribution, and celebrate their achievements through regular 1-1 and review meetings and group/team meetings.
- Champion opportunities for cross-team thinking, building connections and ways of working that encourage mutual exchange of experience, skills, knowledge, and ideas.
- Help colleagues to think about and plan for progression, either within their role, or as part of longer-term career development and planning, being clear how these support NDTi's growth and mission.
- Invest time in understanding and contributing to policies, ways of working and systems that support team members to feel a strong sense of belonging and have a positive experience of working at NDTi.
- Seek to build a diverse team that is representative of our wider society through active involvement in staff team appointments, associate (free-lance) agreements, building ongoing relationships with people with lived experience, and by connecting with NDTi's Board and Ambassadors.
- Manage and support associates, partners, and suppliers working alongside NDTi colleagues, ensuring expectations and standards are understood and maintained.

Team dimensions and considerations



The Children and young people programme lead retains direct oversight of all project activity that the CYP team are commissioned to deliver.

Success in the role

Programme development and innovation: Bringing in new work through proposals, bids and grant applications is key to this role. The postholder will bring their expertise and connections to build the NDTi portfolio of work in their area(s) so that the team has a range of projects of different types, and clearly moves towards our strategic ambitions.

Living our values: NDTi is built around our desire to improve the rights and lives of those who are often excluded from the opportunities in work, community, and life that many take for granted. You will share our values around rights and equalities, enable people with lived experience to be part of our work, and ensure that work is focused on really making a difference in people's lives.

External influence and impact: We exist to create change and build evidence. You will be able to gather evidence, work with people and partners, and deliver work which influences positive change and has a tangible impact.

Project management: The role will involve overseeing multiple projects and project teams and managing your own workload. Successful postholders will be able to work with a diverse and changing workload.

Partnership building: Relationships are key, and the person who is great in this role will bring and build connections and generate positive working relationships across sectors that enables collaboration with a wide range of people from different backgrounds and perspectives.

Our values

Our values bind us together in the pursuit of change that leads to better lives. Our values are worn on our sleeves, fiercely held, and demonstrated through our behaviours and the way in which everyone at NDTi individually and collectively operate.

As Development Lead you will ensure that all activity is delivered in line with NDTi's vision and purpose and that all actions reflect the values, spirit and intent of NDTi's mission.



- We drive inclusion enabling voice and opportunity for equal lives
- We are reliable keeping our word and acting with integrity and authenticity
- We are open and honest about what needs to change and how
- We act with humanity in our work and relationships with the people we work with and for
- We are curious pioneers always looking to creatively learn and improve
- We create impact contributing towards better lives in our communities

Person specification

Essential (e) and desirable (d) personal attributes and core competencies for this role.

Subject knowledge and experience

- **Good understanding of the experiences** and impact on individuals and groups of issues relating to Children and Young People (e)
- Extensive awareness of the **policy context, current opportunities, challenges and areas of good practice** relating to Children and Young People (e)
- Has **significant connections and contacts** with people and organisations - community, housing, social care, education or other- who connect with and support people within the Children and Young People team's activities (e)
- Demonstrable **commercial ability** and experience of successfully tendering and applying for funding, at scale, developing and sustaining a viable pipeline of future opportunities (e)
- **Skilled in facilitating groups** - online or in person - to work creatively to learn, plan, provide development support or gather evidence (e)
- Sound experience in **project management** principles and practice – can design, plan, and organise work of self and project teams effectively (e)
- Has demonstrable experience of **changing systems, cultures and practice** to achieve improved outcomes for people , with the ability to guide and support others to visualise, plan and achieve change (e)
- **Committed to personal learning** and takes a keen interest in current affairs, emerging best practices, policy changes and evidence (e)
- **Verbal skills** – can communicate clearly, using different methods to help people to understand (e)
- **Writing skills** - the ability to write clearly and make complex issues easy to understand. Can produce engaging copy across different channels for a range of audiences (e)
- Good knowledge of Microsoft Office, a range of collaborative platforms and tools, and a commitment to mastering relevant innovative technologies (e)
- Is experienced in **working in partnerships** with a range of other organisations and people with lived experience (e)

Values and behaviours

- You will share our commitment, [values](#) and belief in [NDTi's mission](#) (e)

Personal attributes and core competencies

- Ability to **inspire and lead** others, champion NDTi's values, and taking accountability for their own performance and that of their teams **(e)**
- **Passion and drive** – able to challenge exclusive practices and change negative attitudes that limit aspirations and the achievement of positive life outcomes for the people NDTi seeks to support **(e)**
- **Openness** - enjoys working with others with different perspectives and is open to new experiences and views **(e)**
- **Rights based, ethical approach** - acts with integrity, and challenges where people's rights or wellbeing are threatened **(e)**
- **Self-confidence** - manages own performance effectively, even in new or challenging situations. Comfortable 'holding their own' at high level discussions. A natural and relaxed leader who works well as part of a diverse team - interested in others and their ideas and contributions.
- An **inclusive and engaging style** that involves people in thinking about, designing and creating positive outcomes **(e)**
- **Tolerance for ambiguity** - Comfortable in situations where goals or processes to achieve goals are unclear or hard to determine, or where there is disagreement on the way ahead **(e)**
- **Strategic thinker** - able to visualise and support others towards their collective longer-term goals, and create impact **(e)**
- **Relationship building** - establishes and maintains collaborative partnerships with people and groups with a range of roles, experiences, and views **(e)**
- **Analytical** - able to gather, find and make sense of range of evidence both qualitative and quantitative, and of relevance to the questions at hand **(e)**