

The Catalyst Collective: Programme Manager



About The Catalyst

It's nice to see someone who is the same as me, and to be able to learn from their experiences and apply them to my own journey.' – Caitlyn, Catalyst Mentee 2020

The Catalyst Collective believes that mentoring can be a powerful intervention in the lives of young women. We recruit, train, match and support professional Black women with Black teenagers for effective mentoring relationships.

With evidence demonstrating inequity in the experiences of Black young people, and specifically the lack of positive representation and interventions for young Black women in the UK, our programmes are designed to provide access to representative role models for Black girls, to help them achieve their aspirations and create a pipeline of emerging Black talent to decrease educational and professional attainment gaps. Our programmes also enable Black women to make a positive impact on their communities through mentoring.

Our core objectives are:

- To connect young Black women with relatable role models to act as mentors through high-quality mentoring programmes.
- To support mentees and mentors in achieving SMART goals which will help them to progress towards future aspirations.
- To create a rewarding and quality volunteering experience that develops the leadership skills of professional Black women and provides them with access to a wider network and other opportunities.

Job Description

The Catalyst Collective is an innovative and rapidly growing non-profit organisation. Since our pilot programme launched in January 2021, we have expanded significantly. As we enter our fourth year of operation, we are seeking an organised and proactive Programme Manager to play a pivotal role in driving our growth and ensuring the successful delivery of our mentoring programmes.

The Programme Manager will work closely with the Programme Director to lead and manage key components of our mentoring programme. This includes building strong relationships with mentors, mentees, and partner schools, as well as coordinating training, enrichment activities, and programme delivery. The ideal candidate will have excellent organisational skills, a passion for empowering young Black women, and the ability to foster a supportive and inclusive environment.

Salary: £30,000 - £33,000 depending on experience (pro-rata £24,000 - £26,400)

Hours: Part-time, 30 hours per week across a minimum of 4 days (Monday-Friday)

Term: This role is offered as a **1-year fixed-term contract** with the possibility of extension pending successful fundraising outcomes.

Location: This position is offered remotely, with semi-regular travel to partner schools (currently based in London).

Key Responsibilities:

Mentee Recruitment and Induction

- Work closely with partner schools to finalise mentee cohorts.
- Visit schools to deliver induction sessions familiarising mentees with the programme.
- Lead mentor-matching sessions with support from Mentoring Coordinators.

Mentor Training and Onboarding

- Develop and deliver training sessions for mentors.
- Collaborate with the Recruitment Coordinator to ensure a diverse mentor pool.
- Support mentors to maximise the impact of their relationships.

Mentor Coordination

- Support a cohort of up to 20 mentoring pairs.
- Conduct monthly check-ins with each mentor.
- Facilitate mid and end-of-year reviews for mentoring pairs.

Enrichment Delivery and Planning

- Plan and deliver enrichment activities like career trips and work experience days.
- Evaluate the impact of enrichment activities and gather feedback.
- Collaborate with partners and vendors for enrichment events.

School Liaison

- Serve as the primary contact for partner schools.
- Regularly update schools on programme developments and mentee progress.

Safeguarding

- Act as a point of contact for safeguarding matters.
- Maintain accurate safeguarding records and ensure confidentiality.

Communications

- Produce a monthly mentor newsletter.
- Contribute to social media content.

Reporting

- Support the Programme Director in preparing updates for the Advisory Board.
- Produce the End-of-year report showcasing the programme's achievements.

Administration

- Review and approve in-person mentoring meeting requests.
- Conduct risk assessments.

Staff Management

- Line manage Mentoring Coordinators and the Programme Assistant.
- Provide task management to other team members as required.

Person Specification:

Essential

Experience and Skills

- Proven experience in programme management, education, charity work, or volunteering.
- Strong interpersonal skills with the ability to build relationships with diverse stakeholders, including young people, schools, and professionals.
- Excellent communication skills, both written and verbal, with the ability to present to groups.
- Strong organisational skills with the ability to multitask and manage competing priorities.
- Proficiency in IT tools and platforms, including Google Workspace, Zoom, and project management software.

Knowledge

- Understanding of mentoring or coaching practices, especially for young people.
- Knowledge of safeguarding practices and procedures.
- Awareness of issues facing young Black women in education and employment.

Personal Attributes

- Passionate about tackling educational and employment disadvantage.
- Organised, proactive, and able to work independently.
- Effective time management skills.

Other Requirements

- A clean enhanced DBS check (The Catalyst will carry this out).
- The right to work in the UK.
- Flexibility to travel to partner schools in London.

Desirable

- Previous experience in mentoring, coaching, education, charity work, or volunteering.
- A university degree or equivalent experience.
- Knowledge/experience of working or volunteering in schools or the education sector.
- An understanding of the non-profit sector.

Key Dates:

- Applications open: Friday 10th May 2024
- Application deadline: Friday 31st May 2024 (Please note that we are conducting rolling recruitment, and encourage you to submit your application as soon as possible.)
- Interviews: Tuesday 4th and Wednesday 5th June
- Start date: August (with July induction days)

Equal Opportunities

The Catalyst Collective Organisation CIC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic outlined in the Equality Act 2010.

This position involves the facilitation of a mentoring programme for Black women and Black teenage girls that builds upon their lived intersectional experiences. **Therefore, we especially welcome applicants who identify as Black women.**

Safeguarding Statement

The Catalyst Collective is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this responsibility and commitment.

Disclosure of a Criminal Record

The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment involving working with children and young people must disclose any criminal record. All Disclosures are carried out in the strictest confidence and solely in connection with employment applications.