Libraries RISING

Creating libraries of tomorrow with children and young people today

Programme Manager

Applicant information pack

Who we are

Our focus is on creating libraries of tomorrow with children and young people today.

We want all children and young people to feel at home at the library. Our collaborative network is made up of our member library services, partners and supporters. Together, we're creating change, and you can be a part of it.

This is a pivotal moment of growth and development for Libraries Rising as a young charity. We're seeking a passionate, skilled Programme Manager to join our team to support the ongoing development, delivery and growth of our programmes.

Our vision

Libraries for today's world where children and young people feel understood, empowered and inspired.

Our mission

In a world where children and young people need real-life connections and safe spaces, our mission is to harness vital support and resources to enable libraries to amplify young voices.

We do this by co-creating vibrant, relevant and inclusive services, spaces and programmes that empower and inspire.

We are a values led charity

- **We are progressive**
- **We are kind**
- **We are inclusive**
- **We are aspirational**
- **We are collaborative**

Strategic priorities



Activate

Platforming young voices with libraries locally, regionally and nationally



Energise

Connecting our networks to harness opportunities and overcome challenges



Develop

Enabling library services with knowledge, skills and inclusive practice



Champion

Advocating for high quality and inclusive children and young people's public libraries and school library services



Thriving charity

Securing a sustainable, dynamic future

Job description - Programme Manager

Post	Programme Manager
Reports to	Chief Executive
Salary	£40,016 pro rata (£32,445 actual)
Contract	Permanent
Hours	30 hours, 4 days a week
Holiday	25 days annual leave pro rata (20 actual) plus Bank Holidays
Location	Home working, with some travel
Benefits	Pension - 5% employer contribution Employee Assistance Programme – including 24/7 counselling, health support and legal helpline A range of discounts on retail, entertainment, travel and wellbeing.

About you

We're looking for:

An experienced programme manager who enjoys turning ambitious ideas into tangible outcomes.

A proactive leader who is energised by variety, and able to work effectively across diverse topics and themes.

A champion of young voices, passionate about leading opportunities for children and young people to be involved in decisions that impact on them.

A creative thinker who innovates to grow and develop the impact of our programmes.

An enthusiastic collaborator who will build strong relationships with our team, members and partners, to add value to our productive and responsive environment.

We're looking for someone who lives our values - progressive, collaborative, kind, aspirational and inclusive. What's important to us needs to be important to you too. We want to focus on impact, to work openly, to collaborate with and learn from others, to take the time to care for ourselves and each other, and to have fun together. We want to build an environmentally sustainable charity, and to be celebrated as an inclusion changemaker in the sector.

About the work

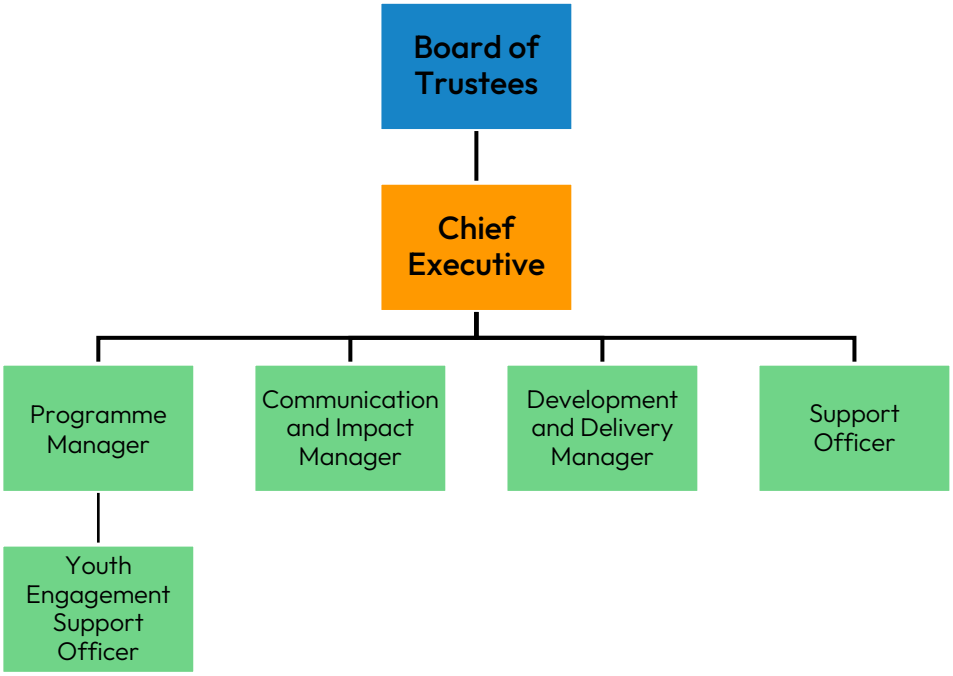
The Programme Manager is a core role for Libraries Rising. You will work with our small and growing team, who are passionate about delivering our mission and vision. You will also work with our members (leaders of services for children, young people and families in public libraries and school library services) and sector partners.

We are about to launch our ambitious strategy for the future. You'll be leading our established programmes and helping us to develop our impact further, with a particular focus on our Activate and Develop strategic priorities.

As part of our growth plan to expand our impact, we are working with The Reading Agency on Reading Rewired, a two-year project funded by Arts Council England across nine regions in England. We are working alongside young people and library services to co-create inspiring reading experiences. We have a Youth Engagement Project Officer to support delivery.

This year we are also reviewing the Children and Young People's Promise and Journey and undertaking our national public libraries skills, confidence and knowledge survey. This work will inform our programmes for the coming years.

About the team



We are currently a team of six (4.7 full time equivalent).

Job purpose

To lead, develop and deliver impactful programmes and training offer.

You will be responsible for developing and implementing programmes with a strong child and youth-led approach and to support our members to strengthen their local offers with and for children and young people.

What you'll do

Youth engagement, co-creation and innovation

- Set the direction and priorities for programmes, ensuring a consultative approach that centres the voices of children and young people.
- Develop Libraries Rising's youth engagement approach, including our place based Youth Engagement Network, championing opportunities for young voices to influence libraries.
- Convene members and young people to participate in events and workshops to co-create programme developments, ensuring programmes and training evolve to reflect the changing needs of children, young people and library teams.
- Instigate bold ideas and approaches that position Libraries Rising as a thought-leader.
- Develop digital engagement opportunities for children, young people and families and online training for members.

Partnerships, advocacy and horizon scanning

- Build and maintain positive relationships with partners, sector organisations and members to maximise visibility nationally, and identify new opportunities for partnership working.
- To connect programmes and training to broader sector priorities, including the Shared Ambitions.
- Keep up-to-date with local, national and international developments relating to children and young people, libraries, education, local government, health and digital policy.
- Work closely with the Communications and Impact Manager to shape messaging and represent the charity.

Programme management and delivery

- Oversee delivery of funded programmes, managing project plans, risks, dependencies and milestones.
- Manage associated project budgets, ensuring cost-effective delivery.
- Ensure programmes are monitored and evaluated, promoting evidence of impact.

- Lead meetings, timelines and internal communication related to programme delivery.
- Compile reviews, reports, evidence and options appraisals to aid effective decision making, by team and Board.
- Support the preparation of bids and work with colleagues to apply and put them into practice.
- Ensure our programmes are inclusive and accessible, and environmentally sustainable, minimising its impact on the planet.

Member engagement and training

- Lead the planning and delivery of a national training and development programme.
- Lead the strategic direction, content and delivery of the annual hybrid conference.
- Work closely with colleagues to sustain member engagement, ownership and support for the charity.
- Work with Communication and Impact Manager to promote training and development opportunities to members.

People management and safeguarding

- Recruit, induct and line manage team members supporting programme delivery, including the Youth Engagement Project Officer.
- Delegate to colleagues you don't directly line manage.
- Act as Libraries Rising's Designated Safeguarding Lead.
- Ensure equity, diversity, inclusion and belonging is considered in all elements of your work.

What you'll bring to the role

- **Project management and delivery**: proven track record of planning projects, managing budgets, mitigating risks, and delegating effectively to achieve strategic goals, working both independently and collaboratively.

- **Youth engagement strategies**: experience coordinating and co-creating initiatives with children, young people, families and partners.

- **Partnership management**: skilled at networking, negotiating, influencing, and managing partnerships, commissioned work, and contractors.

- **Communication**: exceptional listening, interpersonal, and presentation skills, with experience facilitating workshops and confident co-creating with young people and families.

- **Equity and inclusion**: an understanding of social inequalities, and an ability to role model safeguarding and authentic inclusive, accessible practice.

- **Delivering change across networks**: an ability to work with and through others to deliver impact across a broad geographic area.

- **Convening and event delivery**: experience of designing and facilitating high-quality events and training that inspire participation and learning.

- **Digital literacy**: tech-curious and proficient in using technology, Microsoft Office, and project software to connect and collaborate.

- **Sector knowledge**: experience working within the charity sector or in a library, education, or social justice setting.

- **Fundraising**: track record of identifying funding opportunities and successfully securing grant funding.

- **Political and cultural awareness**: sensitivity to the broader political and cultural environment within the sector.

You'll be

- **Empathetic and inclusive**: with an ability to listen to diverse viewpoints and a commitment to inclusion within a diverse society.

- **Organised**: managing multiple priorities effectively while maintaining quality and taking accountability for delivery.

- **Collaborative and relational**: thrives in a team environment, trusts others, inspires trust, and builds relationships with the ability to constructively challenge.

- **Progressive**: ambitious for the charity, the library sector, and children and young people.

- **Strategic and entrepreneurial**: a strategic thinker who can absorb and analyse detailed information, with an entrepreneurial mindset to spot and develop opportunities.

- **Growth mindset**: open to feedback to improve performance and committed to continuous professional development.

This is a homebased role, with travel to visit library services, attend events and training nationally. You'll also attend our quarterly in-person team meetings in locations around the country. All travel expenses are covered.

How to apply

Please apply via Charity Jobs by submitting your CV and answering four questions.

- Why Libraries Rising and why now? (up to 500 words)
- What will you bring to the role? (up to 600 words)
- Share an example of how you have co-created programmes with children and young people, ensuring their voices directly shaped the design and delivery. (up to 500 words)
- Tell us about your experience of successfully building relationships with stakeholders across regions to drive collaborative change. (up to 500 words)

A copy of our new strategy is included on the Charity Jobs portal.

We actively encourage applications from candidates of all backgrounds, cultures and identities. We also recognise that the right person might not meet every criteria above and would highlight our commitment to prioritising candidates who align with our values and have genuine commitment to improving children and young people's lives through libraries. If you need any adjustments or additional support during the application and interview process, please let us know.

We understand some people may use AI when creating their application. We'd love to hear about you, in your own words as we want to get to know you during our recruitment process. Please ensure your application is an accurate, authentic reflection of your experience and skills.

All applicants must have an existing Right to Work in the UK. Please also note that appointment will be made subject to collection of two references and a satisfactory DBS check or evidence of a current DBS certificate.

More information about our charity is available on our website: www.librariesrising.org.uk

If you have any questions about the role, or would like to chat with Tabitha, Chief Executive before applying, please get in touch with via tabitha@librariesrising.org.uk.

Key dates

Closing date: 9am on Thursday 3rd December 2026.

Interview date: Friday 11th December 2026 (online).

Start date: To be agreed with the successful candidate.

Registered Office: Wolverhampton Central Library, Snow Hill, WV1 3AX

Libraries Rising is the operating name of Association of Senior Children's and Education Librarians.
Registered charity in England and Wales (1200443)

Supported using public funding by ARTS COUNCIL ENGLAND