

Role Title	Programme Manager
Reporting to	Senior Programme Manager
Department	Programmes Team
Location	London (hybrid working)
Working Hours	Full time (37 hours per week)
Duration	1 year fixed term
Salary	£31,000 +
Application Deadline	17th May 23:59 hrs
Start Date	Mid/late July 2024

About us

We know that many young people leave the education system without the key skills that they need to become the best versions of themselves. Pythagoras' theorem and Shakespeare are great but young people need to know how to communicate effectively, be confident in themselves, have raised aspirations and gain knowledge of wide ranging industries.

At 2-3 Degrees we help young people prepare for their future by delivering fun, activity based learning through role models with lived experience to inspire and equip them with the key skills they need to become the best versions of themselves.

Based on our lived experience we are committed to working with the 'forgotten middle' who are young people that may not be supported by a gifted and talented programme, or have targeted interventions aimed at addressing behavioural challenges and/or are at risk of exclusion or becoming NEET. We work with the 'forgotten middle' because we believe this large group of young people, if nurtured positively, can improve their chances and fulfil their potential.

We are a multi-award winning personal development social enterprise that delivers our workshops and programmes across the UK in partnership with educational institutions, youth organisations, funders and a range of employers.

Our impact and success can be told through the thousands of young people that we have worked with which you can see more [here](#).



Our mission is for every young person to develop the personal development skills necessary to become the best version of themselves

We are committed to creating a team that works together to achieve this future.

Our Principles

Role Overview

The Programme Manager role will report to the Senior Programme Manager and sit within the Programmes Team.

The Programme Manager will be responsible for project managing a number of different services. You will have a clear focus of delivering high quality programmes that are run smoothly, efficiently, within budget, and achieve the desired outcomes and objectives for both the partners and the young people.

You will lead and support others within your team to deliver high quality programmes from initiation through to evaluation and review, that will directly contribute to the company's growth strategy and impact.

The Programme Manager will also be a key member of the department and contribute to, departmental strategies, systems and maximising efficiency, delivering programme management to an excellent standard that produces high impact for our young people and partners.

In this role, you will work closely with the Digital Communications and Marketing, Monitoring and Evaluation, Business Development and Finance teams.

Key responsibilities

Strategic

- Work closely with the Senior Programme Manager to achieve strategic company goals and milestones
- Contribute to the Programmes Team strategy, from lessons learnt, when managing programmes and work collaboratively with other Programme Managers and Programme Officers to inform decision making
- Support the delivery of further opportunities for young people post programme
- Contribute to strategic decisions concerning the resourcing of programmes and create clear long term plans in advance of programme delivery



Leadership

- Line manage Programme Officers and support their continued professional development at regular one-to-one meetings and appraisals to ensure company milestones and programme objectives are met
- Take an active role in the wider vision of the Programmes team, providing leadership on cross-departmental projects and initiatives as required
- Ensure consistent systems, policies and practices are upheld across the team

Knowledge/Skill

- Manage and deliver key programme planning processes within the implementation of the projects/ programmes, budget, participant feedback, risk register, in order to keep the programme on track, and report on progress against key objectives
- Analyse programme data and dashboards to effectively manage the monitoring, evaluation, and learning review process to ensure identified improvements are implemented in a timely manner to achieve the aims of the programme
- Support Programme Officers in managing day to day partnership responsibilities and coach them to implement the 2-3 Degrees standard of relationship management
- Manage the programme expenditure against budgets
- Promote robust practices of Safeguarding, GDPR and Procurement policies and practices across all programmes.
- Manage planned activities and mitigate against any risks to ensure exceptional partner and young person service throughout the lifecycle of the programme

Communication

- Lead on programme outreach to stakeholders and recruitment of young people to the programme across the business team members to meet recruitment targets
- Liaise with businesses, schools, other organisations and new partners to build genuine collaboration on projects, including keeping them updated with the programme delivery
- Initiate, develop, maintain and lead strong positive relationships with key stakeholders and young people
- Represent 2-3 Degrees with excellence at external events
- Coordinate with the Digital Communications and Marketing department to ensure timely and consistent flow of information across internal and external communications

Person specification

- Ability to adapt communication style confidently and still be engaging with a variety of internal and external stakeholders, such as young people, businesses, colleagues and those who work in the public and youth sector
- Self-motivated and an ability to work in a small team as well as independently, with a creative and proactive attitude
- Adaptable to work with a variety of situations, diverse people and groups and willingness to fill resource gaps to get the job done



- Positive, tenacious and resilient, a team player, who can drive delivery across cross functional teams, ensuring those involved feel supported, listened to and motivated.
- Ability to seek continuous improvement and learning for self, team and the organisation
- Excellent verbal and written communication skills including influencing, facilitation, negotiation, presentation and report writing to senior management or external stakeholders
- Excellent and effective organisational skills to balance changing priorities and manage upward and downward

Experience

- Experience working in a fast-paced environment and working independently to find solutions to problems
- Strong IT skills particularly the using G suite (Sheets, Docs, Slides, Excel etc.) as well as the willingness to learn new digital skills as required
- A proven track record of effectively leading in teams, including setting goals and objectives and influencing others to achieve those aims
- Experience of working with young people or a good understanding of how to engage, especially those within the 'forgotten middle' (See About section)
- Effectively working directly with a variety of key stakeholders to manage and grow a relationship and/or partnership that leads to referrals
- Evidence of successful management and delivery of multiple work-streamed programmes, including budgets, contracts, staff, planning, risk, stakeholder and benefits management to achieve desired outcomes
- Ability to interpret and process complex information and make recommendations for senior decision makers
- Experience using applicant management and/or CRM systems
- Ability to plan, organise and competently manage public events

Desirable

- Project management qualifications or 5 -7 years industry work experience
- Experience of facilitating workshops to young people aged 11-25
- Experience of using Hubspot

Equal Opportunity Employer Statement

We are an equal opportunities employer and are committed to building a team with diverse voices and experiences. We are proud to be a diverse team led by young people and represent the community we serve. We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable request.

We can provide reasonable adjustments throughout our recruitment application process and on the job, and we'll always endeavour to be as accommodating as possible. If you have particular needs or requirements, please get in touch Info@2-3degrees.com

Team Culture & Company Benefits

- 28 days annual leave plus bank holidays plus Christmas break
- Hybrid and flexible working
- Three day volunteering leave
- An auto-enrolment with pension scheme in line with Government guidance
- Dedication to staff wellbeing with access to free 24/7 Employee Assistance Programme
- Regular fun, engaging and dynamic team building activities to build team cohesion
- Opportunity to take real ownership in a collaborative and dynamic team
- A strong commitment to personal and professional development with regular 1:1 support
- Positive work environment that celebrates diversity



How to apply

The deadline for applying for this role is: 10th May 23:59hrs (although we will be interviewing as and when suitable candidates apply)

1. Submit your tailored cover letter and CV detailing why you want to work with 2-3 Degrees and your experience

If you have any questions please email ea@2-3degrees.com with the job title as the subject.

If you would like to access the application form in a different format or if you would like any assistance that might help improve your experience while completing the application, please contact us by email.

