

## PROGRAMME MANAGER

Universify Education is looking for an **organised and adaptable Programme Manager** to oversee the charity's programmes, line manage the Programme Team and contribute to the long-term growth of the charity. This is a great opportunity for someone experienced in project management and working with young people to expand the charity's programmes and work in a small charity.

### Job Summary

- Contract type: Permanent, full-time.
- Start date: May/June 2024 or as soon as possible
- Salary: £27,000-30,000 based on experience
- Location: Hybrid working with office space in Oxford and London. Willing to travel to Oxford 1-2 times a week, and, during course delivery for 2 months a year, be resident in Oxford (preference for an Oxford-based candidate). There may also be some ad hoc travel to other areas of the UK. This is not expected to be more than once a month.

### The Charity

Universify exists to create a fairer, more equal society where every young person can fulfil their potential regardless of their background. We equip young people from low socio-economic and underrepresented backgrounds with the skills, knowledge, and belief to fulfil their potential through education.

We work with Year 10-11 students (aged 14-16) to increase their aspirations, improve GCSE attainment and to gain a greater understanding of post-18 pathways, particularly university, to make a more informed decision about their future. To achieve our aims, we run a year-long programme, starting with a week-long summer residential at partner universities, monthly coaching sessions with Universify coaches and a 3-day GCSE-focused revision residential at Spring.



## ABOUT THE ROLE

As the **Programme Manager**, you will manage the Programme Team to deliver the charity's annual residential and coaching programme and impact reporting. You will act as the primary relationship holder for all existing major programme partners, including universities and other third sector organisations. During programme delivery, you will be a part of the team's Safeguarding Leads and work with the Programme Team to ensure the safety and care of our participants.

You will report to the CEO and work with them to build relationships with new partners, and develop the charity's ability to expand the programme by considering its impact data, needs of partners and stakeholders, and any changes to its programme model. You will also maintain the charity's CRM and improve programme efficiency. As the Programme Manager, you will be involved in events, fundraising activities and publicity, including supporting the Comms officer.

### Who is this role for?

This is a multi-faceted role that requires a can-do attitude and flexible approach as to what might be required of you. It will provide opportunities to be creative in readying the programme for further expansion, to manage key relationships, and to develop the charity's impact. There is potential to progress your career as the charity's programmes continue to expand.

Ultimately, the role is best suited to someone who enjoys working closely with a small, internal team, who is highly motivated, and determined to drive this growing charity's success through leading the programme team to successful programme delivery.

### Main Duties

- Oversee programme delivery and manage the programme budget
  - Line manage the Programme Team (3 staff: Volunteer Officer, Student and Schools Communications Officer, Programme Officer)
  - Oversee the programme team to deliver timely recruitment and onboarding of volunteers, students, schools and tutors and manage relationships with stakeholders (including schools)
  - Report on progress to the CEO
  - Support the Volunteer Officer to deliver training
  - Support the development of alumni initiatives
- Manage existing programme partnerships (universities, third sector organisations)
- Manage and deliver external programmes including the Royal National Children's Springboard Foundation partnership programme
- Alongside the CEO, build new relationships with universities and third sector organisations to expand the programme
- Project manage impact reporting, defining data requirements, overseeing data collection and analysis, and writing the impact report
- Work with the Communications Officer and CEO to enhance the charity's publicity including social media, in-person events, and publicity campaigns
- Provide expertise as a Level 3 safeguarding lead as part of the safeguarding team

- Maintain the charity CRM (Salesforce) and coordinate with developers to update the CRM



## SKILLS AND EXPERIENCE

### Required skills and characteristics

- Excellent line management and team management skills
- Ability to create and maintain relationships with a range of external stakeholders
- Good working knowledge of recruitment processes, especially within the voluntary sector
- Excellent at coordinating a range of projects simultaneously; organised, adaptable, prioritises well and has good attention to detail
- Excellent written and verbal communication skills to cover a range of audiences and purposes (including impact reporting, written and verbal communication with schools, students, parents; PR; training)
- Some data analysis skills and an understanding of charity impact reporting, or a willingness to learn about impact reporting
- Works well in a small team and is interested in working in a small organisation

### Required experience

We are looking for candidates with the following experience:

- At least 2 years' experience of working with young people, particularly vulnerable groups, including delivering programmes
- At least 2 years of project management experience
- At least 1 year's experience of team management and line management
- Experience of managing and recruiting a range of stakeholders involved in programme delivery, particularly schools and volunteers
- Secure knowledge and experience of child safeguarding policy and practice. Level 3 Safeguarding Lead qualification or a willingness to obtain this as part of the role

### Desirable experience and skills

Ideally, candidates would have experience in a few of the following areas:

- Experience managing residential programmes or large-scale events. Experience of designing educational programmes
- Experience of working with schools and universities
- Coaching expertise and ability to train coaches
- Knowledge of recruitment strategies, especially in the voluntary sector

- Experience of expanding programmes and identifying new opportunities to expand programmes
- Impact report writing and data analysis expertise

### **APPLICATION**

Please download and complete an [application form](#) and email it to [recruitment@universifyeducation.com](mailto:recruitment@universifyeducation.com). Applications close at midday on Friday 19th April 2024.

Successful candidates will be invited to interview. **Interviews will be held online or in person on Thursday 25<sup>th</sup> April or Friday 26<sup>th</sup> April 2024**.

We want all our team members to feel supported and listened to. We are happy to discuss any adjustments to the application process or role that you may require. For more information, please email [recruitment@universifyeducation.com](mailto:recruitment@universifyeducation.com)



## ABOUT US

Since we were founded in 2016, Universify has grown quickly. In 2016 we had one part-time staff member, one university college partner and 41 participants on our programme. Today we're a team of six staff and supporting over 120 participants to attend our programmes in Oxford and have supported over 1000 students. Our programme is continually oversubscribed, and we want to meet the growing need for our work by expanding to universities beyond Oxford. We aim to continue to refine our programme and increase our impact in partnership with other charities in the sector.

To help us fulfil these aspirations, we're seeking dynamic individuals who want to be part of a successful small charity who can help shape our future growth.

## WORKING AT UNIVERSIFY

All permanent staff at Universify receive

- 25 days paid holiday, plus 8 bank holidays
- Employer contribution to pension scheme
- Flexible working hours outside delivery periods
- Hybrid working (in-person and online) outside delivery periods
- Individual training budget and dedicated time with your line manager to create a personal training and development plan
- Regular team days, socials, and team welfare initiatives



"Working for Universify was a total joy. The team are tirelessly supportive, always finding time to check in, answer questions and listen to how your day is going. If you are looking for a fast-paced job where you're encouraged to be creative and find new ways to tackle educational inequality, I wholeheartedly recommend Universify."

**Kirsty Hardwick, Employee, 2020-2022 and Volunteer 2022-24**

## SAFER RECRUITMENT

Universify Education is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all staff are suitable to work with children.

Please note that all personal information submitted via our application form will be treated in accordance with our data protection policy.