



## Programme Manager (Midlands & North)

### Maternity Cover

#### The Basics

Salary – £31,200 to £38,000 pa

Reporting to – Chief Operating Officer

Contract type – 10 months maternity cover (with the possibility to extend)

Location – Midlands, Liverpool or Newcastle (homebased with weekly field travel within the Midlands, North East, North West and London office)

Hours – Full time 37.5 hours

Start date: August

#### Job overview

The Programme Manager role purpose is to lead on all aspects of service delivery within the Midlands & North area, which currently covers the following hubs: Birmingham, Solihull, Leicester, Northumberland, Tyne & Wear, County Durham, Liverpool, Warrington & Oldham. This is a 10 month fixed term role with the opportunity to extend employment at the end of the contract.

This includes accountability for the delivery of our in person services, digital delivery (Player Profiles), impact, employability, regional fundraising, regional partnerships, business development and people across all regions in the Midlands & North. You will directly line manage at least 3 people but be responsible for a wider team of circa 15 people.

This is a varied and hands on role that will be full of purpose. You'll be joining a supportive and driven team that works hard to help young people change their lives. As a manager you will play a key part in the leadership of the organisation and driving the implementation of strategic plans on the ground.



It is important to us that this role remains embedded within the delivery of our interventions, therefore the post holder will be required to spend up to 25% delivering our programmes or working alongside staff for quality assurance.

## What the job involves

### Service Delivery

- Lead on the development and implementation of operational regional plans within your area.
- Ensure that the theory of change and delivery methodology is fully deployed.
- You are responsible for the quality of and the safety of all the practice with your delivery areas.
- Maintain 25% of your time carrying out delivery of our interventions in line with our curriculum.
- Ensure that our digital offering, Player Profiles, becomes a central part of our offering that is embedded with our in person interventions. Work with the team to prioritise the application of Player Profiles in your areas.
- Maintain a presence at a range of interventions including during the school day and evening provisions.
- Responsible for evidence based practice and production of impact data to high standard.
- Responsible for the accurate and timely collect of monitoring and evaluation data within your area. Working with the Impact Officer to support the attainment of all surveys and both qualitative and quantitative data as set out in our impact framework.
- Ensure that we maintain excellent channels of communication with all provisions that we deliver in.
- Work with the Equality, Diversity & Inclusion lead and CEO to oversee EDI within your area.
- Work with the Youth Voice Lead to successfully develop our youth voice project.
- Oversee the delivery of at least three career taster days per year for each cohort of young people.

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- Oversee alumni initiatives and relationship management in your area and continue to provide opportunities for alumni to join the Dallaglio RugbyWorks team.

## Quality & Assurance

- Ensure that delivery contracts and service level agreements (SLA's) are maintained on both sides at all times.
- Ensure that safeguarding and health & safety remain front and first priority for the delivery team and that procedures are followed accurately and efficiently.
- Oversee risk assessments for all projects and activities in your area.
- Act as the Safeguarding Officer for Midlands & North regions and a Deputy Safeguarding Officer for the charity.
- Monitor the quality of delivery, providing your team with regular and insightful constructive feedback.
- Provide training and support in all the above.
- Identify staff training needs and work within the charity to ensure training is provided to guarantee the safety and quality of delivery

## Management

- Support all employees within your team to carry out their duties effectively.
- Provide line management and supervision, including regular one-to-ones with direct line reports.
- Oversee the training and development of your team.
- Support with the recruitment and induction of new team members.
- Ensure effective team communication and meetings, fostering a collaborative and autonomous work environment.
- Provide reports to the senior leadership team and Board of Trustees on delivery progress and KPIs in your area.
- Contribute to strategic development project work across the organisation when required.

## Business Development

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- Responsible for recruiting new provisions and meeting school charging targets.
- Manage existing and build new delivery partnerships that enhance the programme offering in your area.
- Work with the rest of the team to maintain relationships with key stakeholders in your region including major donors, corporate partners and trusts & foundations.
- Work closely with the central team to provide regional information and insights.
- Lead on sourcing and applying for regional funding to ensure all interventions are fully funded.
- Ensure the timely completion of case studies and funding reports.
- Work with our Events Officer to oversee regional events.
- Be an ambassador for Dallaglio RugbyWorks, attending and representing events and networking opportunities.

Undertake any other related responsibilities commensurate with the evolving objectives of the post and the charity.

There may, on occasion, be a need to work outside of normal working hours to fulfil the full scope of the job description.

## Who you are

- At least 2 years experience in a management role.
- Extensive safeguarding experience in both statutory and voluntary settings.
- You will be a change maker who doesn't just talk but acts.
- An effective and reliable line manager with a proven ability to train, lead and motivate teams.
- Experience with successfully forming local partnerships and generating regional fundraising.
- You can cope with managing multiple competing priorities at once, and make sure that the essentials are always covered.
- Ability to build trusted adult relationships with vulnerable and challenging young people.

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- Awareness of the issues impacting young people today and a trauma informed approach to supporting young people to overcome barriers.

## Benefits

- Flexible working options including hybrid working.
- 25 days annual leave plus bank holidays.
- It's your future days.
- Cycle Scheme.
- Enhanced policies.
- Opportunities to get free entry to our amazing events.
- Ongoing training and support with opportunities for career development.
- An autonomous working culture.