

## RECRUITMENT PACK



# Programme Manager

Permanent, full-time with hybrid working  
35 Hours per week (option for reduced hours or job  
share)

Salary: £41,200

**Applications welcome until 9am on 17th June 2024**

**LEAP**  
CONFRONTING  
CONFLICT.

## ABOUT US

Leap is the UK's only youth charity that specialises in conflict navigation. We deliver experiential training and 1:1 support programmes to give young people and the adults in their lives the skills to navigate situations of conflict effectively.

We have over 30 years of experience building and delivering training programmes informed by social-emotional learning theory, which increase empathy, responsibility, self-confidence, and resilience. When a person is equipped with these key social-emotional skills, they are more likely to attain positive life outcomes in education, employment, health, and wellbeing.

## WHAT WE DO

We deliver training programmes to **individuals** which provide the tools to foster healthy relationships, make positive decisions and inspire self-growth.

We build **environments** where young people can thrive. We deliver training programmes to adults who support young people, which develop the tools to build positive, trauma-informed relationships and navigate situations of conflict in healthy ways.

We work to improve **systems**. We work with young people to influence policy and practice and challenge the systemic issues that stop them achieving their full potential.

## OUR IMPACT

Leap is a small charity making a big impact.

In a very different post-pandemic world, we have explored our identity and our place in society, which has seen development of our brand, vision and mission, and we have great ambitions to scale our engagement with young people across the UK through a hybrid approach of digital and in-person delivery. Our new CEO, Jo Broadwood joined in February 2024, and we look forward to launching a new three-year strategy next year.



## ABOUT THE ROLE

Job Title	Programme Manager
Reporting to	Director of Delivery
Salary	£41,200
Work Hours	35 hours with scope for flexibility in reduced hours or job share.
Line Management	Not to start with, but there is scope for this to change
Internal Relationships	The Programme Manager will work within the Delivery team and in collaboration with all teams in the organisation to ensure the effective delivery of assigned projects. This working with our freelance trainers.
External Relationships	The Programme Manager will work with referral partners, funders, external venues, schools & clubs as needed to develop partnerships to ensure the delivery of projects to young people and training to adults.
Location	All roles at Leap are now hybrid with a mixture of office-based working in Finsbury Park and home working. Staff are expected to be in the office two days per week.

## ROLE SUMMARY

For over thirty years, Leap has designed programmes to transform the way conflict is managed by young people and the adults who support them. By developing creative and adaptable approaches, we support young people to deal with immediate issues, whilst also addressing some of the longer term, systematic patterns of behaviour that lead to violent and destructive expressions of conflict.

The Programme Manager is responsible for managing a portfolio of Leap's funded and paid-for programmes. This includes planning and overseeing delivery, coordination with partners and managing programme budgets. The post holder will need to work with colleagues across the organisation to ensure all organisational needs around impact, evaluation, case studies and other communications are met.

All Leap staff must strive to uphold our core values of being responsible, developing potential, creating communication, and building community in all aspects of their work.

## MAIN DUTIES

- Manage successful delivery of funded and paid for programmes to ensure targets are met within budget and the agreed timeframe.
- Take a lead role in all aspects of the project planning to ensure effective delivery of the project.
- Build relationships with referral and delivery partners, schools, youth groups, local authorities, external venues and other partners to ensure reach to young people and opportunities for future work.
- Support Leap's trainers to deliver the programme and ensure that any learning from delivery is shared.
- Work with the Data Officer and/or external evaluators to track progress against outcome and measure programme impact against key deliverables.
- Work with the management team to ensure successful relationships with funders and reporting requirements are met.
- With the Director of Delivery, setup sales training/delivery as required. This includes communicating with partners, booking in trainings and preparing for delivery.
- Work collaboratively with other Leap colleagues to review data, share learning, embed best practice and support the delivery of Leaps wider portfolio of work.
- Work in line with all of Leap's policies and procedures to ensure the safety of young people, staff and trainers.

## GENERAL DUTIES OF ALL LEAP EMPLOYEES

- To uphold and embody the core principles of the organisation:
  - Being responsible
  - Creating communication
  - Developing potential
  - Building community
- To proactively challenge personal and institutional biases and actively confront racism, contributing to the transformation of Leap into an anti-racist organisation.
- To work as part of a team and contribute to the overall aims and objectives of the organisation.
- To be an advocate for the organisation.
- Attend staff meetings (including quarterly away afternoons, monthly meetings and any other meetings that occur) and training as required.
- All staff are required to operate in accordance with Leap's values, policies and procedures, including but not limited to, Safeguarding, Health and Safety, and Data Protection.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.



# PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Current knowledge of the Social Care Sector</li> <li>• A strong understanding of the issues facing young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Current knowledge of Trauma Informed principles and practices</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading the design and delivery of programmes that support the development of young people and the adults who work with them.</li> <li>• Programme management experience including the ability to develop, manage, monitor, review and report delivery and quality of project work.</li> <li>• A successful track record of working with young people, and an interest and enthusiasm in supporting their personal development.</li> <li>• Experience of managing budgets, including development, tracking and reporting.</li> <li>• Experience of managing a busy workload, meeting deadlines and juggling priorities successfully.</li> <li>• Excellent communication skills, including delivering presentations, facilitating workshops and preparing reports.</li> <li>• Proficient in safeguarding practice.</li> <li>• Proven ability to work both independently and collaboratively in a multi-agency approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a youth charity.</li> <li>• Specific work with disengaged and vulnerable young people and knowledge/training in conflict management.</li> <li>• Over 2 years' experience managing a successful programme for young people and or adults.</li> <li>• An understanding of how to use a Theory of Change to inform programme design and delivery.</li> <li>• Experience in facilitating workshops and training for young people and trusted adults</li> <li>• Level 3 and or DSL safeguarding certified.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to Leap's core values.</li> <li>• The ability to be flexible to work weekends or evening work, as required by the role.</li> <li>• A team player, and self-starter</li> </ul>	

## BENEFITS OF EMPLOYMENT

- Contributory pension available subject to employee contribution to begin upon employment
- Flexible working in-line with Leap's policies
- 25 days leave (pro-rata), rising to 26 days after 2 years and an 1 additional day ever year to a maximum of 30 days plus bank holidays
- Season ticket loan and cycle to work scheme available upon completion of probationary period
- Leap is conveniently located within a short walk from Finsbury Park Tube and mainline railway station

## OUR COMMITMENTS

- We are committed to being an anti-racist organisation. We know we cannot achieve our mission without including diverse voices, lived experiences and backgrounds.
- We are proud supporters of the Halo Code, the UK's first Black hair code, and the Open to All campaign, which encourages charities to only ask for a degree when completely necessary.
- We are proud to be a Living Wage Employer



# HOW TO APPLY

The closing date for applications is **9am on Monday 17th June 2024**.

We plan to hold first interviews on **Wednesday 26th June** in-person at our Finsbury Park Head Office. Successful applicants will be invited to a second interview on either **Tuesday 2nd or Wednesday 3rd July**. Please let us know when you are applying if you are unable to make any of these dates as we will try to rearrange where possible.

To apply for this position, please send a relevant CV with a supporting statement and also ensure the following:

- Your supporting statement should address each point of the person specification.
- Shortlisting is made easier if you address each point in turn.
- Please include contact details of at least two referees; one being your current or most recent employer (we will not make contact unless a provisional offer is made to you).
- Please ensure you quote the job title (Programme Manager) in the subject line of your email. If you apply by post, please quote the job title in your cover letter.
- Finally, please ensure that you have included mobile, work and home telephone numbers where possible, as well as any dates when you will not be available or if you have any difficulty with the timetable outlined above.

Applications should be emailed to [recruitment@leapcc.org.uk](mailto:recruitment@leapcc.org.uk)

Please read Leap's safeguarding policies which can be found on [our website](#).

**We encourage applications from Black, Asian and other minoritised backgrounds, and also ex-offenders.**

**Appointment is subject to candidates undertaking an enhanced Disclosure Barring Service check, and satisfactory written references.**

If, after reading the application pack, you have any specific questions, please contact Gwen Scott who can arrange a chat with our CEO. You can contact Gwen at [gwen.scott@leapcc.org.uk](mailto:gwen.scott@leapcc.org.uk)

RIGHT: Natasha Aldonza, a Leap Trainer and a leading voice in how to tackle and respond to conflict within communities.



## **OUR COMMITMENT TO INCLUSION & DIVERSITY**

**Leap has been on a journey of self-reflection on the impact of race and conflict within the organisation, and racism within the wider charity sector.**

**In 2020, we established an Inclusion and Diversity sub-committee, chaired by the Vice Chair of our board of trustees and one of our young trustees. The committee set annual targets and reviews policies and practices that impact Black staff members and our stakeholders.**

**We are extremely proud to support the Open to All campaign. Spearheaded by Children England and the National Children's Bureau (NCB), Open to All encourages charities to only ask for a degree when completely necessary for a role.**

**We also welcome job applications from people with different lived experiences of the areas in which we work: school, community, the care system.**



# THANK

# YOU

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5-7 Wells Terrace  
Finsbury Park  
London N4 3JU

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Scotland SCO41152  
Registered company number:  
3628271

[www.leapconfrontingconflict.org.uk](http://www.leapconfrontingconflict.org.uk)  
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**LEAP**  
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