Programmes Director
Role Description

This is an important role for Physics Partners, ensuring that our growing portfolio of programmes and activities is effectively planned, coordinated and delivered. Physics Partners works to improve the life chances of young people through physics education. We support those teaching physics out of specialism and provide opportunities for pupils to engage with physics, explore career pathways and consider further study. As the charity continues to develop and expand its work, this role will play a key part in ensuring that our programmes are well managed and make the best use of available resources.

Reporting to the Chief Executive, the Programmes Director will have oversight of the charity's programme portfolio and be a member of the executive team, contributing to the strategic direction and development of the organisation. This is a strategically important, hands-on role, with responsibility for ensuring that programmes are delivered effectively, particularly where there are specific funder commitments, and for identifying opportunities to strengthen and expand our work. You will work closely with the Director of Education to ensure that programmes are underpinned by high-quality educational expertise, and with the Charity Administrator to ensure effective coordination of activities and events. You will also develop and maintain relationships with key delivery partners, hubs, universities and other organisations.

We are looking for someone with a proven track record of managing and delivering multiple education programmes, with experience of working in or with the education sector and a strong understanding of the challenges facing schools and teachers. This is not an entry-level project management role. You will need to be comfortable balancing strategic oversight with the practical demands of programme management and delivery.

Physics Partners is an agile charity, so you will need to be comfortable working primarily from home and be willing to adapt plans as required.

Terms:

Hours: 21 hours (0.6 FTE) per week – flexible working possible.

Salary: £30,000 per annum (£50,000 FTE).

Contract: Fixed-term contract for 18 months.

Line management: Physics Partners Chief Executive.

Some UK travel may be required, with occasional overnight stays.

Role responsibilities:

1. Oversee the overall portfolio of Physics Partners programmes and activities, including hubs, pupil events, online training, the annual student competition and Physics Teacher of the Year award, ensuring effective planning, coordination and delivery.
2. Lead programme development in line with organisational strategy, identifying opportunities to develop existing programmes and introduce new initiatives.
3. Ensure programmes are appropriately prioritised, resourced and delivered against agreed objectives, timelines, milestones and funding commitments, managing risks and addressing delivery challenges.
4. Oversee restricted-funded programmes, ensuring agreed funder commitments are met, including current programmes in Manchester and Newcastle.
5. Work closely with the Charity Administrator and Director of Education to ensure effective programme coordination, event delivery and access to appropriate educational expertise.
6. Develop and maintain effective relationships with hubs, coaches, universities, delivery partners and other stakeholders, identifying opportunities for collaboration and growth.
7. Work with the CEO on strategic partnerships, programme opportunities, budgets and resource planning, monitoring expenditure and ensuring delivery within agreed budgets.
8. Monitor programme performance and prepare clear progress reports for the CEO, Board of Trustees and funders, working with the Director of Education to bring together delivery data and educational impact.
9. Support organisational strategy, fundraising applications, funder relationships and reporting, providing programme plans, information and evidence as required.
10. Contribute to organisational development, including effective programme management processes, systems and communications.
11. Carry out any other duties as required.

Requirements and skills:

1. Proven experience of managing and developing a portfolio of programmes or projects.
2. Strong programme management skills, including planning, budgeting, monitoring, evaluation and reporting.
3. Experience of managing multiple priorities, resources and deadlines, identifying and addressing delivery risks.
4. Experience of building and managing relationships with a range of stakeholders, partners and external organisations.
5. Experience of working in or with the education sector, with an understanding of the education system and the challenges faced by schools and teachers.
6. Excellent communication, presentation and relationship management skills, including experience of reporting to senior management, trustees or funders.
7. Excellent organisational, administrative and problem-solving skills, with strong attention to detail.
8. Confident using IT systems and software, including Microsoft Office.

Person specification:

- Proven experience of managing and developing multiple education programmes or projects, from planning through to delivery and evaluation.
- Strong programme management skills, including resource planning, budgeting, monitoring performance and reporting against agreed objectives.
- Experience of managing externally funded or restricted-funded programmes, ensuring delivery against agreed funding commitments.
- Experience of working in or with the education sector, with a strong understanding of the challenges and priorities facing schools and teachers.
- Experience of managing relationships with external partners and stakeholders, building effective collaborations and ensuring agreed commitments are fulfilled.
- Strategic thinker, able to maintain oversight of a varied programme portfolio while managing operational detail.
- Highly organised, proactive and resourceful, with the ability to manage competing priorities, identify risks and develop practical solutions.
- Confident communicator, able to work effectively with colleagues, senior leaders and external stakeholders.
- Able to work independently and as part of a small team, using initiative and sound judgement.
- A strong commitment to the aims and values of Physics Partners.

Application process

To apply, please submit the following to info@physicspartners.com.

1. **Your CV**, outlining your relevant employment history, experience and qualifications.
2. **Written responses to the three questions below**, with a maximum of 200 words per question.

Please do not submit a covering letter or additional supporting statement. Only your CV and responses to the three questions will be considered as part of the application process. Additional material will not be considered.

As a small charity, we have designed a focused application process to keep the burden on applicants proportionate while enabling us to assess relevant experience fairly and consistently. We ask candidates to provide specific examples that demonstrate their personal contribution and achievements, rather than general statements about their skills and abilities.

Applications will be assessed against the criteria in the person specification. Candidates should ensure their CV and written responses provide clear evidence of how they meet these requirements.

Application questions:

1. Programme management experience – portfolio and leadership
Describe the education programmes or projects you have managed. What was the scope of your portfolio, your role and level of responsibility, and how have you

developed, improved or expanded programmes? Please give specific examples of your contribution and achievements.

2. Managing delivery, resources and funding – operational management
Give an example of how you have managed competing priorities, resources and budgets to deliver programmes or projects successfully. How did you plan and monitor delivery, manage risks or challenges, and ensure commitments were met, particularly where external funding was involved?

3. Education sector experience
Describe your experience of working in or with the education sector, particularly schools and teachers. What have you learned about the challenges and priorities facing them, and how has this informed your work?

Deadline: 9am on Monday 7th December

Interviews: Thursday 17th December