

## PROGRAMME MANAGER

Dated: February 2021

Contract: 0.8FTE, fixed term until 31 March 2022

Salary: £35,000 per annum pro rata (£28,000 for 0.8FTE)

Location: Home Based, with some national travel and meetings in London (Covid-19 guidelines permitting)

### About the Centre for Youth Impact

At the Centre for Youth Impact, we believe that a just and equitable society invests in support for all young people to learn, grow and explore their relationships with the world around them. We believe that young people's lives are better when they have access to safe spaces, high quality opportunities to develop their social and emotional skills, and relationships with trusted adults. We believe that provision for young people is powerful when it is well-resourced, and designed and supported by thoughtful and skilled practitioners who are part of a sector that takes a shared approach to reflecting on quality and impact. The sector is stronger when it works together to build collective insight, and commits to act on what it is learning.

We contribute to this vision by designing and testing new approaches to understanding and improving the quality and impact of provision for young people, and working through committed peer to peer networks to embed new thinking in practice.

### About the role

The Programme Manager will contribute specific capacity and expertise to the Centre's small and dynamic team. The post holder will work exclusively on the Centre's role in the [Access Foundation's Enterprise Development Programme](#), where the Centre is the sector partner for the [Youth strand of the programme](#).

The Enterprise Development Programme offers grants and tailored support to charities and social enterprises that want to become more enterprising: exploring and growing new models of trading for the benefit of young people and communities. The Programme Manager will convene the cohorts of youth organisations that have applied to participate in the programme, supporting them through a diagnostic phase, and then securing through external providers a training and development offer. The Programme Manager will also provide coaching support through a programme of online webinars, small group work and individual contact. The role will work closely with the team of Regional Network Leads, who also provide support to the cohorts, as well as being the key contact for the Access Foundation and other partners who participate in the programme.

The post holder will be able to demonstrate a strong commitment to the aims and values of the Centre for Youth Impact, and show a desire to improve the quality of provision available to young people across the UK through the use of data and evidence. They will have a particular interest and expertise in enterprise for social sector organisations.

Ideally, they will also have an awareness of the wider evidence and impact debate across the youth sector. They will have strong facilitation skills in pursuit of organisational development, and demonstrate an ability to vary levels of challenge dependent on need. As well as strong verbal and written communication skills, they will have excellent relationship management skills, and demonstrate an ability to understand others' contexts and motivations.

## How to apply

If all of the above sounds appealing, then please send a copy of the following to [jobs@youthimpact.uk](mailto:jobs@youthimpact.uk) with the subject line 'Programme Manager application':

Your CV

A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK).

Equality and Diversity monitoring form

Please complete the anonymous equality and diversity survey form as part of the application. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We acknowledge that people from Black, Asian and minority ethnic backgrounds are underrepresented in our staff team and we're committed to correcting this. We are particularly keen to receive applications from people of colour; people with disabilities; people who identify as being LGBTQIA+; and people who have a mental health condition. We'd also love to hear from people who have used and benefited from youth provision/services.

**The deadline for receipt of your application is 12:00 on Monday 1 March 2021. Applications received after this time will not be considered.**

**Interviews will take place on Weds 3 and Thurs 4 March 2021 and will be via Zoom.**

For more information about us please visit the Centre for Youth Impact's website: <http://www.youthimpact.uk/> If you have any questions about the role, please email Sarah Rose, Resources Manager, on [sarah.rose@youthimpact.uk](mailto:sarah.rose@youthimpact.uk) to arrange an informal conversation.

<b>PROGRAMME MANAGER</b>
<b>Purpose of the role</b>
The Programme Manager will lead the delivery of the Centre’s Enterprise Development offer, and be responsible for facilitating the Centre’s suite of enterprise training programmes and workshops. They will act as key liaison for the cohort of organisations in the programme, ensuring that they have access to the resources they need.
<b>Key deliverables</b>
<p><b>1. Lead the development and delivery of the Centre’s Enterprise Development Programme</b></p> <ul style="list-style-type: none"> <li>• Procure and co-ordinate the delivery of enterprise training workshops in response to demand from the cohort</li> <li>• Work with practitioners in a one to one setting, or in groups, to support the development of their enterprise practice</li> <li>• Working in partnership with network leads, facilitate peer coaching arrangements within the Enterprise Development cohort</li> <li>• Work with the Centre’s research team to ensure that research outputs inform the enterprise development offer.</li> </ul> <p><b>2. Develop strong, supportive relationships with the Enterprise Development cohort to understand and meet needs:</b></p> <ul style="list-style-type: none"> <li>• Work closely with organisations in the cohort to foster growth within small and medium-sized organisations / social enterprises, increase trading activity, innovation and business development</li> <li>• Identify the range of potentially successful and replicable business models that are working within the youth sector</li> <li>• Support, encourage, and enable organisations working in the youth sector to explore and create investable business models</li> <li>• Facilitate peer networking and foster a culture of mutual support and co-operation amongst social enterprises and arrange networking events</li> <li>• Work closely with Access and its learning partner to identify opportunities for replication</li> </ul> <p><b>3. Act as key liaison for all Enterprise Development Programme partners</b></p> <ul style="list-style-type: none"> <li>• Maintain clear, accurate and up to date records of all activities and interactions, and producing reports as required for project management</li> <li>• Represent the Centre at project meetings and attend networks relevant to the social enterprise sector</li> <li>• Provide reports and updates on activities, deliver presentations as a way of disseminating findings</li> <li>• Engage with Enterprise Development Managers from the other sector partners on cross-cutting elements of the programme.</li> </ul>

<b>Person specification</b>
<ul style="list-style-type: none"> <li>• Commitment to the aims and values of the Centre for Youth Impact, with a desire to improve the quality of provision available to all young people across the UK</li> <li>• Excellent verbal and written and communication skills</li> <li>• Strong financial literacy – for supporting bid-writing, assessing and developing budgets, business plans, etc.</li> <li>• Knowledge and understanding of how enterprise business models can be used by voluntary and community sector organisations to build resilience and increase social impact</li> <li>• Awareness of specific research and impact measurement methods, and the wider evidence and impact debate in the social sector</li> <li>• Ability to quickly develop and maintain positive working relationships with a diverse range of stakeholders</li> <li>• Facilitation of training, workshops, peer learning, and connecting people around shared challenges</li> <li>• Excellent relationship management skills: the ability to understand others’ contexts and motivations and build a team of committed partners</li> <li>• Experience of project and budget management</li> <li>• A collaborative and generous team player, comfortable working in a fast-paced and changing environment across multiple workstreams</li> </ul>

<b>JOB PROFILE</b>	
Job title	Programme Manager
Accountable to	Chief Operating Officer
Location	Home based with travel commitment
Salary	£35,000 pro rata at 0.8FTE
Contract	Fixed term until 31 March 2022
Hours of work	28 hours per week (with some flexibility required)
Annual leave	20 days a year (increasing one day a year for first five years)
Travel	Some UK travel will be necessary
DBS check	Required