

## Programme Manager

### Remit & Person Specification

#### Programme Manager

- Establish Young Scottish Talent programme in region
- Provide support, development, training, management and motivation to MCR staff based in each of the schools
- Support school integration of the programme, ensuring full model implementation and consistently high-quality standard of delivery across region
- Develop and grow partnerships with the Local Authority, further and higher education institutions, local business and all MCR stakeholders
- Lead on the delivery of the Regional Reach & Development Plan
- Provide analysis of programme performance, impact and development
- Drive and support mentor recruitment, training, engagement and retention
- Ensure all young people in scope are fully engaged and active participants in all aspects of the MCR model

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Recent &amp; successful experience of developing and effectively managing a team to maximise impact</p> <p>Highly skilled in leading the delivery of operational plans and KPIs</p> <p>Experience of presenting to groups / delivering training sessions to adults</p> <p>Competent digital literacy including office software, social media and other digital platforms</p> <p>Experience of chairing / leading meetings</p> <p>Data analysis and impact evaluation skills</p> <p>Awareness and understanding of the principles of safeguarding and child protection</p>	<p>Experience of managing a team remotely / working from different locations</p> <p>Understanding of secondary education system, qualifications and assessments</p>
<b>Abilities</b>	<p>Ability to present programme information to stakeholders such as Local Authority colleagues, school leaders and local businesses</p> <p>Ability to deliver training and information sessions to groups of mentors &amp; stakeholders</p>	<p>Proven and sustained ability to positively influence and persuade MCR stakeholders and target groups</p>

	<p>Exceptional ability to build meaningful relationships with a wide range of stakeholders including education colleagues, volunteer mentors, local employers and young people aged 11-18 years</p> <p>Ability to manage delivery &amp; development of the programme in your region, maintain consistently high standards, and respond proactively to organisational priorities.</p>	
<p><b>Attitude &amp; values</b></p>	<p>Highly self-motivated and motivational to others</p> <p>Consistently demonstrate resounding commitment to organisational purpose, cause and values</p> <p>Resilience and determination to overcome challenges and barriers in order to have positive impact and achieve outcomes</p> <p>An understanding and appreciation of the challenges and barriers that care-experienced and / or vulnerable young people may experience</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused approach</p>	<p>Experience in building, developing and sustaining team / young person attitudes and values</p>
<p><b>Qualifications</b></p>	<p>Management or leadership qualification</p> <p>HNC level or above in relevant subject</p>	