

## Programme Manager

### Job Description & Person Specification

#### Job Description

- Establish Young 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> |

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| <p><b>Abilities</b></p>             | <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>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>Proven and sustained ability to positively influence and persuade MCR stakeholders and target groups</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                             |