

## Schools Programme Director Scotland

### Job Description & Person Specification

#### Role summary

Responsibility for leading, delivering and scaling a mentoring programme with proven impact. Management of relationships with key education stakeholders, Headteachers, local authorities and corporate parents. This is a very exciting time for MCR Pathways as we grow our programme into schools across Scotland. As such, we are looking for an inspiring leader; passionate about exceptional quality and impact, and highly motivated by developing others.

The Scotland Schools Programme Director will form part of the Executive Team, reporting directly into the CEO.

### Job Description

Key Accountabilities	
<b>Programme Delivery</b>	Build exceptional external relationships and partnerships to support the delivery of the complete MCR programme
	Collaborate with Mentoring Services colleagues to ensure mentor recruitment meets all requirements, establishing and maintaining relationships with organisations important to mentor recruitment, including Local Authorities, Corporate Parents and large organisations
	Ensure a high quality and effective mentor matching process, with continuous improvement to build on impact outcomes
	With Mentoring Services colleagues, ensure high standard of mentor engagement, retention and impact, incorporating systematic feedback from mentors and young people
	Provide Education expertise across the organisation, to support operational delivery, effectiveness of school-based team members, impact and integration within each school setting
	Hold ultimate accountability for delivery, performance and impact of MCR programme across schools in Scotland, ensuring quality and consistency of delivery
	Develop and maintain effective operational relationships with key education stakeholders (headteachers, LAs, colleges, universities etc.)

	Be the MCR point of contact for Local Authorities and Headteachers and actively respond to feedback on programme delivery
	Lead the schools team and line manage and develop Senior Programme Managers
	Build effective relationships and processes to ensure views of young people are actively sought, shared and delivered on
<b>Programme Growth and Development</b>	Responsibility for securing school partnerships to support MCR's growth. Delivery against a strategy and plan into new schools and LAs
	Be accountable for successful launch, establishment and long-term sustainability of the programme in current and new Local Authorities
	Recruit and onboard the growing Schools Programme team
	Be a focal point to prioritise development and continuous improvement of the MCR programme in schools, collecting and incorporating stakeholder feedback
	Ensure best practices are shared between Scotland and England at all levels of the organisation
	Support Partnership team with sales to schools, providing operational expertise and onboarding support

## Person Specification

Required capabilities	Previous experience
Partnership development	<p><i>Must have:</i> Strong relationship building skills and ability to make strategic decisions aligned with MCR’s mission</p> <p>Track record of establishing effective partnerships that meet objectives and are sustained</p>
	<p><i>Nice to have:</i></p> <ul style="list-style-type: none"> <li>● Previous experience working with local authorities</li> <li>● Previous experience working with further and higher education partners</li> <li>● Previous experience in policy (ideally education)</li> </ul>
Operational design, implementation and management skills	<p><i>Must have:</i> Previous Education sector management experience (e.g. school SLT, education charity or education supplier)</p>
Effective communication and cross-functional collaboration	<p><i>Must have:</i> Previous operational experience (e.g. Depute Headteacher, Headteacher, Head of Programme Delivery, Area Manager)</p>
Ability to establish and maintain relationships with senior external stakeholders	<p><i>Must have:</i> Experience recruiting, managing and developing a team</p>
Management capabilities, including for a geographically diverse workforce	<p><i>Must have:</i> Experience monitoring &amp; evaluating programme delivery, QA and impact</p>
	<p><i>Nice to have:</i> Experience building, developing and maintaining meaningful relationships with senior stakeholders</p>
	<p><i>Nice to have:</i> Successful project management experience, incl. launching new areas / programmes</p>
	<p><i>Nice to have:</i> Previous charity sector experience</p>