

MCR Scotland Programme Director/Operations Director Job Description & Person Specification

Job Description

Key Accountabilities	
Programme Delivery	Build exceptional external relationships and partnerships to support the delivery of the full MCR programme
	Collaborate with MCR 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
	Maintain and further develop 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
Programme Growth and Development	Lead successful launches 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
Dynamic, proactive, with a Growth Mindset approach.	<p><i>Must have:</i> High energy and an ability to build effective relationships with a wide range of stakeholders to identify and deliver positive change and development.</p> <p>An innovative approach to implement effective solutions</p>
	<p><i>Nice to have:</i></p> <ul style="list-style-type: none"> ● A track record in showing how policies connect to practise
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"> ● Previous experience working with local authorities ● Previous experience working with further and higher education partners ● Previous experience in policy (ideally education)
Operational design, implementation and management skills	<p><i>Must have:</i> Previous Senior Leadership experience (ideally in schools SLT, education charity or education service supplier)</p>
Effective communication and cross-functional collaboration	<p><i>Nice to have:</i> Previous operational experience (e.g. Head of Programme Delivery, Area Manager, Head Teacher, Senior leader in education supplier)</p>

Ability to establish and maintain relationships with senior external stakeholders	<p><i>Must have:</i> Experience recruiting, managing and developing a team both centrally and remotely based.</p>
Management capabilities, including for a geographically diverse workforce	<p><i>Must have:</i> Experience monitoring & 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>