



The Talent Foundry

Job Description and Person Specification Programme Manager (Fixed Term)

Title: Programme Manager

Section: Administration

Hours: Full time (fixed term contract)

Reports to: Operations Director

Job Description:

Main purpose of the job:

- To ensure programmes run by The Talent Foundry (TTF) and corporate partners are delivered in line with the programme specifications and aims, on time and within budget and in accordance with our overall strategy, values and mission.
- Under the direction of the senior management, take responsibility for the management of TTF programmes to include managing budgets and maintaining financial systems, school recruitment, commissioning facilitators and ongoing monitoring, evaluation and reporting.

Specific responsibilities relating to the role:

- Develop, maintain and manage TTF's corporate partnerships as required.
- Coordinate the content development of TTF programmes, including content for both face-to-face and virtual workshops in secondary schools.
- Coordinate and manage the delivery of programmes by TTF facilitators, ensuring workshops are delivered to a consistently high standard, including booking travel and accommodation for facilitators where necessary, in accordance with the principals of best value.
- Using established processes and procedures, regularly manage and monitor the budget for the programme to ensure that expenditure remains within the total available funding, both overall and on a line by line basis. Provide budget figures on request (and at least



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monthly) and highlight any concerns to senior management at TTF as soon as they become apparent.

- Take responsibility for the recruitment of schools and students to take part in the programmes and contact the schools personally as necessary using a variety of methods as required explaining the parameters of the programme.
- Ensure that accurate records are kept relating to the numbers of students/schools signed up on an ongoing basis and report the numbers to senior management on a weekly basis (or as required). Regularly audit databases to ensure accurate reporting.
- Set up and implement effective schemes of evaluation both pre and post the programme, and prepare reports and returns for the corporate partners and TTF to outline how the programme is progressing against agreed performance indicators, in line with the agreed timescales and deadlines.
- To travel for the purposes of programme Quality Assurance or other purposes if necessary, and to occasionally stay overnight if required .
- Assist with the recruitment of new facilitators and organise and attend training for anyone connected with the programme or TTF as required.
- To coordinate and manage the participation of corporate volunteers at TTF workshops, maintaining accurate records.
- Act as an ambassador for both the programme and TTF in interactions with all external parties and respond to queries in a timely, polite and effective manner.
- If required, assist with writing bids and programme plans to secure external funding from corporate partners and attend meetings with senior members of TTF to discuss and agree these.
- Manage or direct the work of other team members if required.

Other general responsibilities:

- Operate as a flexible team player and provide a high level of administrative and practical support as necessary to facilitate a 'one team' approach.



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- To be aware of and comply with all policies and procedures at TTF including Safeguarding and Health & Safety, reporting any concerns to an appropriate person.
- To provide a high level of customer care to anyone connected with TTF.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals.
- To contribute to the overall ethos, work and aims of TTF.
- To attend and participate in meetings and events as required.
- To participate in training and other learning activities as required.
- To work as part of a team undertaking duties as required to ensure the smooth running of a small team.
- To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of TTF.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant TTF Safeguarding and Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report this in line with the Safeguarding policy.

Resources:

- To operate office equipment e.g. computers, printers and phones
- To use Microsoft packages as required to produce correspondence, spreadsheets and reports.
- To use any databases that are specific to the individual programmes.



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Person Specification:

Qualifications:

- Educated to degree standard or equivalent (essential)
- Recognised project management qualification e.g. Prince 2 (desirable)

Essential Knowledge and experience:

- Experience of programme or project management.
- Experience of managing budgets.
- Excellent IT skills to include Word, Excel, e-mail and the internet.
- Experience of developing and maintaining manual and computerised office systems.
- Ability to work under pressure and prioritise workload to meet deadlines.
- Ability to write evaluation reports and other formal documentation.
- Experience in dealing with customers both face to face and over the telephone and of providing high levels of customer service.

- Line Management experience (desirable)

Essential attitudes and personal attributes:

- Be committed to the ethos and values of working for a charity.
- Have excellent oral and written communication skills.
- Able to work on own initiative.
- Be flexible and able to work as part of a team, demonstrating an ability and desire to build good working relationships with the whole team.
- Have a commitment to continuous personal and professional development.
- Respect the need for confidentiality.
- Be responsible, honest and reliable with a good sense of humour.
- Willing to work within organisational procedures and processes and to meet the required standards of the role.

NAME IN FULL:

DATE:

SIGNATURE: