



RIGHT TO
SUCCEED

Right to Succeed
Programme Manager (North Belfast)
Reach Programme
Job Specification

Right to Succeed

An Introduction from Graeme Duncan, Chief Executive

Dear Candidate,

Thank you for your interest in the role of Programme Manager with Right to Succeed.

Right to Succeed is a young, fast growing charity making the transition from start-up to a sustainable, impactful organisation. It was founded in March 2015, with a mission to develop, pilot and scale collective solutions to educational inequality, overcoming the effects of the disadvantage factor in education.

As a charity, we focus on areas where improvements in education and employment could provide the greatest uplift in social mobility for children and young people. We then bring together at local levels, best practice deliverers, educationalists, influencers, commissioners, philanthropists and social investors to develop collaborative solutions to some of the biggest challenges in education today.

In North Belfast we have recently launched the Reach Programme Big Lottery Fund, 'building on the potential of young people and schools in order to reduce the risk of exclusion'. We are seeking to appoint a new Programme Manager following the resignation of the current post holder. The new Programme Manager would join us to act as area lead in North Belfast for this important work in preventing exclusions. The ideal candidate will have some experience of the North Belfast context and of developing a small project in a school or charity and may be looking to take their next step in project management.

We hope that you will be inspired to consider joining us. You can find out more about our work and our people at www.righttosucceed.org.uk.

Should you want to apply for this role, or find out more, please contact:

Beth Matheson
COO - Right to Succeed
recruit@righttosucceed.org.uk
0208 099 5171

Programme Manager, Reach Programme – Right to Succeed CIO Job Description and Person Specification

Job Details

Title: Programme Manager (North Belfast) - Reach Programme
Reports to: Programme Director – Reach Programme
Contract type: Initial fixed term to 31 December 2020; part time 3-4 days a week;
secondments from local setting considered
Salary: £35,000 to £38,000 pro rata, depending on experience
Located: Belfast

Role Summary

The Programme Manager is responsible for managing the day-to-day delivery of the Reach Programme at a local level. He/she will be working with a cluster of approximately 10 primary and secondary schools serving low-income communities to support them in developing interventions, within an agreed framework, aimed at meeting the learning and development needs of those students most at risk from exclusion.

About the Reach Programme

The Reach Programme is a BLF funded collective impact approach to preventing young people from being excluded from schools. It focuses on supporting schools in low-income areas to forensically identify the needs of the pupils most at risk of exclusion, and working with the schools to embed interventions and strategies that are proven to meet those needs.

The programme builds on a successful small-scale pilot in Blackpool, run in partnership with Blackpool's Pupil Referral Unit (PRU), Educational Diversity. It is being delivered across approximately 30 primary and secondary schools in Doncaster, Blackpool and North Belfast over a three-year period, providing sufficient time to embed successful practice and evaluate the work. The 300+ young people involved in the pilot will sit at the centre of the initiative, shaping our understanding of their needs and the appropriate responses to these needs.

Why this programme? Exclusions from schools are rising dramatically. 6,685 pupils were permanently excluded from schools in England in 2015-16, representing a 40% increase over the past three years. Increasingly, many school leaders make the case that exclusion is an acceptable school improvement measure. Yet this can have a severe impact on the life chances of those young people affected, who are more likely to be unemployed, develop mental health problems or enter the criminal justice system. The cost to society of failing excluded young people is £21bn per cohort.

We believe that exclusions can, in the vast majority of cases, be prevented through early intervention and that supporting schools through initiatives such as this can ensure that the needs of those pupils with the greatest need can be met.

We are excited about the opportunity that this initiative has to change the outcomes for many young people today. We hope that you share our passion for this vision for change and are keen to play and lead part in it.

The role of the Programme Manager

As a Programme Manager within North Belfast, you will be working with approximately 10 primary and secondary schools, as well as local providers, serving low-income communities to support them in developing interventions that will transform outcomes for those most at risk of exclusion. Each school will identify 10 pupils to participate in the programme.

You will support identified staff from within the management teams across your schools to:

1. Effectively embed interventions from a range of our evidence based delivery partners
2. Support the adoption of a research-led approach to improving outcomes for those young people at risk of exclusion, helping the schools to identify and evidence need, before designing and delivering collective solutions to these needs.
3. Help the schools to reflect on the learning gained through this work and spread that learning throughout the school.
4. Share best practice and learning across the cluster.

You will also work with the wider Reach Programme team to share challenges and learning, accelerating the programme's effectiveness in helping schools to support those most at risk of exclusion.

Key Responsibilities

In Partnership with the Programme Director ensure the delivery of a high quality programme

- Work with internal stakeholders including delivery partners to ensure that the project is being set up for success in your area in terms of planning, timescales, partnerships, interventions, RtS's data collection and measurement frameworks.
- Provide direct support to the staff leading the project internally, building capacity within the school to adopt a research led approach.
- Design and develop key processes that will ensure the smooth running of the programme in your area and provide clarity around accountability for programme targets and key areas of activity.
- Oversee relationships with schools/education providers and delivery partners, ensuring that we have the right relationships in place and that these are managed to the highest levels of customer care.
- Oversee the monitoring of performance and BLF outcomes at a local level, ensuring that the programme is performing as expected and drive mid-stream adjustment to correct the course of travel where required.
- Help shape the culture, infrastructure and systems within each school to inform the iterative development of the programme, including supporting the local governance infrastructure for the project.
- Facilitate the sharing of best practice and learning across the schools in your area.

Within the Framework of the BLF build partnerships & managing relationships

- Work with the Programme Director Take to building local level partnerships with best practice deliverers, influencers, schools, and commissioners in you area, ensuring that these are managed to a high level of quality and as per the RtS's organisation's values.
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- Ensure that memorandum of understandings and contracts with all local partners are clear, setting clear expectations about deliverables and the way the partnership is represented publicly.
- Ensure that robust processes and procedures are in place for managing all partnerships effectively, particularly in reference to new local partners, where due diligence and confidence in the organisation to deliver will be key.

Communication and representation

- Work with the Development Team and regional contacts to build awareness of Reach Programme in your region, supporting the development of messaging and materials that communicate a strong vision for the programme.
- Act as an ambassador for Right to Succeed and Reach Programme at a local level.

Support the Programme and wider Reach Programme team to:

- Positively represent the programme externally, acting as an ambassador for the organisation at all times.
- Identify partnerships that could open the door to further funding for the charity's work in this area.
- Understand the opportunities to replicate and scale the programme and ensure that the processes and procedures behind the programme support this.

Travel

This role will require significant local travel between schools in North Belfast, occasional travel to our North West office (Manchester) and very occasional travel to the Central London office. It is essential that the post-holder has access to a car or excellent transport systems in order to travel efficiently between schools.

Person Specification

Experience

Essential:

- At least 3 years' experience in the Northern Ireland education sector
- Experience working in - or in depth knowledge of - the North Belfast context
- A track record of leading successful initiatives targeting improved pupil outcomes
- Proven experience of managing relationships with a range of stakeholders including head teachers
- A developing understanding of the evidence base around education
- Experience with young people at risk of exclusion
- Understanding of special educational needs and track record of working with social-emotional issues

Desirable:

- Experience of translating analytical research into practical recommendations and concrete actions
 - An understanding of research led practice in schools (training will be provided)
 - An understanding of collective impact approaches (training will be provided)
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Skills:

Essential:

- Proven organisational and project management skills
- Ability to influence, inspire and to initiate change
- Ability to adapt style to work within the Right to Succeed programme management structure
- Ability to manage conflict
- Excellent relationship management skills and ability to work with a wide variety of stakeholders
- Strong problem-solving skills and ability to draw up practical and effective solutions
- Ability to work independently and as part of a team working on a larger project
- Effective communication skills including strong written English skills (report writing, research and presentation)
- Sound ICT skills
- Numerate with the ability to analyse and interpret pupil data from a range of sources.
- Ability to work on multiple tasks at the same time and to plan effectively to meet programme deadlines
- Ability to be highly self-motivated, flexible and effective as a professional who shall largely make deliverables away from the Programme office

Desirable:

- Ability to deliver training

Knowledge:

Essential:

- Ability to represent the charities credibly with schools and external contacts in the education sector

Desirable:

- In-depth knowledge of education improvement (e.g. education policy and strategic planning, system reform, capacity building, teacher professional development, curriculum development, school evaluation and accountability, school leadership, assessment, education economics, etc.)

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Commitment	Deliver excellent service to our schools and partners	Work as part of a team committed to delivering a mission
Integrity	Uphold principles and values	Following through on responsibilities
Humility	Approach our work with professional curiosity	Demonstrate learning and the application of your learning
Collaboration	Building effective relationships	Influence and negotiate the conditions to create impact
Curiosity	Willingness to positively question operating norms	Passion for identifying and trialling innovative solutions

How to Apply

To apply for this position, please send a CV and a covering letter to recruit@righttosucceed.org.uk by 9am on 9 December 2018. Your letter should outline your interest in the role. It should also detail how your skills and experience meet the specified requirements and should be limited to 2 sides of A4.

Please also tell us:

- Where you heard about this role.
- Your current salary.

Please provide the names, positions, organisations and telephone contact numbers of two referees, one of who should be your current/most recent employer. References will only be taken once your express permission has been granted.

Timetable

Applications invited by 9am on 10 December 2018 - deadline may be extended depending on volume and quality of applicants.

Initial interviews: w/c 17 December 2018

Process expected to be completed: 31 January 2018

These dates may be subject to change and allowances will be made for candidates with annual leave booked during these periods, which may lead to the process being extended.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Beth Matheson at beth@righttosucceed.org.uk.
