



Dear Candidate,

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

We are a charity that brings people together to drive improvements across education because we believe everybody deserves the right to succeed. We work with schools, local and national partners, who, like us, are committed to helping children and young people in areas of poverty thrive into adulthood.

No single organisation can solve the problem of educational inequality on its own, but together we can. Right to Succeed was launched in 2015 with a mission to bring a coordinated effort to removing the barriers facing young people. We work where we are needed most, so focus on the places where improvements in education could provide the greatest uplift in social mobility, then we bring best practice deliverers, educationalists, influencers, commissioners, philanthropists and social investors together to develop solutions to some of the biggest challenges in education today.

We currently run two programmes nationally: *Reach* and *Closing the Literacy Gap in Blackpool*. *Reach* is designed to transform outcomes for the most disadvantaged young people who are at risk of exclusion from schools. It is delivered in Blackpool, Doncaster and North Belfast; three geographic regions with high levels of poverty where young people face significant risk of exclusion.

Closing the Literacy Gap in Blackpool aims to improve the literacy comprehension abilities of pupils in Blackpool secondary schools across Key Stage 3 (11-14 year olds). The aim of this programme is to improve student attainment at GCSE level and ultimately offer the prospect of social mobility.

As an organisation, we have broad support across government, with part funding for the *Closing the Literacy Gap* programme in Blackpool coming from the Department for Education's Opportunity Area in Blackpool. We also have significant backing from some of the sector's most influential funders - both trusts and foundations and corporate supporters; a very strong trustee board who support our every move and an excellent staff team.

Our work is not simple, but with the increasing focus on outcomes in public sector commissioning and the social mobility gap still widening, the time for big and bold, collaborative solutions to educational inequality is now. Right to Succeed's role is to make that happen.

We hope that you will be inspired to consider joining us. You can find out more about our work at
<http://righttosucceed.org.uk/>

Yours sincerely,

Graeme Duncan
Chief Executive



Job Description and Person Specification

Job Details

Title: Programme Officer
Reports to: Partnerships and Senior Programme Coordinator
Contract type: Permanent
Hours: Full-time
Located: Manchester (occasional travel within UK)
Reporting to: Director of Development
Salary: £18,000 to £22,500 (dependent on experience)

Role Summary

We are seeking a highly motivated individual with excellent organisational and people skills who will be the reliable, positive, “go-to” person for the programme team. The successful candidate will play a pivotal role on supporting our high quality local and national Programme Delivery. This role provides an exciting opportunity to be part of an ambitious, passionate team committed to overcoming educational inequity and improving outcomes for young people.

About our Programmes

The Key Stage 3 Literacy Project

This is an innovative approach to thematic school improvement that aims to support underperforming schools to become world class, research-informed deliverers of outcomes for their young people. Moving forward we aim to utilise the learning from this focus on specific thematic improvement to roll out a collective impact, evidence-led approach to improvement with schools in new areas of the North West and surrounding regions.

The Reach Programme

The Reach Programme is a collective impact approach to preventing young people from being excluded from schools. It focuses on supporting schools that commonly exclude children to forensically identify the needs of the pupils most at risk of exclusion, working with them to embed interventions and strategies that are proven to meet those needs. The programme is being delivered across approximately 30 primary and secondary schools in Doncaster, Lancashire and North Belfast we are a year in, to our three year programme, providing sufficient time to embed successful practice and evaluate the work across.

Discovery Phase Projects

The Discovery phase focuses on understanding whether the conditions exist for a successful place-based approach, and creating those conditions where they don't already exist. These conditions are based on learning from collective impact projects around the world, as well as our own experience. Starting in Manchester, the Discovery phase is expected to take place over a period of six months, bringing together rigorous desktop data analysis, local ethnographic research, key stakeholder engagement and area-specific asset mapping to provide a clear insight into an area's readiness and capacity for the demands of eliciting successful, sustainable place-based change.



The role of the Programme Officer

As a Programme Officer, you will play an integral role in supporting staff across the Right to Succeed team with a core focus on ensuring the programme teams have the administrative support to enable them to effectively deliver high quality programmes that deliver maximum impact within their respective areas.

The core objectives of the role include, but are not limited to:

- 1) Supporting high quality programme delivery
- 2) Supporting strategic and operational relationships
- 3) Robust office management and administration

Key Responsibilities

Supporting high quality programme delivery

- Working with the Senior Programme Coordinator in relation to :
 - the creation of clear, robust programme delivery plans that the entire team can utilise
 - ensuring plans are regularly monitored and iterated effectively in order to deliver high quality stakeholder outcomes
 - monitoring the payments and invoices for programme delivery to ensure timely payment processing.
 - Working closely with the Operations Assistant to ensure all expenses are up to date on Xero.
- Plan a comprehensive calendar of key milestones, events and learning opportunities across the year, including some evening and weekend events, in collaboration with the Team and external partners
- Develop a clear understanding of all key internal and external policies ensuring that all key stakeholders are aware of guidelines, best practice and implications of policy changes
- Contribute to quality assurance and compilation of internal and external reports

Supporting strategic and operational relationships

- Ensure effective communication between Right to Succeed, schools and partners, making communications clear, maintaining high satisfaction and ensuring records are easily retrievable to parties who should have access.
- Track levels of engagement across key stakeholders and work collaboratively with internal team to maintain productive relationships across key stakeholders
- Conduct research tasks to develop knowledge of the educational landscape across the current and prospective delivery areas
- Coordinate school visits for core Right to Succeed team
- Coordinate events with government, education and business supporters in the area, including venue resourcing and event management
- Support the Director of Development, to disseminate key information and research to schools on behalf of local delivery teams and partners
- Build an effective network inside and outside of the organisation, including colleagues in the London office, school and external contacts to assist successful programme delivery
- Support other colleagues working on events and discreet projects



Robust office management and administration

- Oversee email and diary management, scheduling of meetings, booking travel, accommodation and being the first point of contact when core team members are unavailable
- Coordinate the administration of events in the North West that Right to Succeed are leading on
- Act as administrator for our internal project management software
- Provide local data management to support the delivery of our programmes including; data input, tracking and ensuring data is accurate and up to date
- Attend school and partner meetings to provide administrative support as and when required
- Day-to-day responsibility for the working environment in the Central Manchester office space
- Liaison with our provider of office space, and responsible for future office space as and when needed
- Conduct employee office induction
- Team coordination including scheduling meetings and maintaining action log
- Update and maintain information systems and databases

External Communications for Programmes & Event Management

- Posting of social media for programmes and related organisational events
- Support Communications Team with administration and day to day management of the charity's online platforms including its website and social media tools, ensuring that they remain current and effective in building support for the work of the charity and its partners
- Support the organisation in annual learning and celebration events for programmes

Internal Communications

In addition to ensuring effective communication between Right to Succeed, schools and partners:

- Play a key role in ensuring that the internal communications within the organisation is effective
- Acting as a conduit between the delivery-non delivery team to identify and maximise opportunities to share positive stories about RTS work.

Please note the critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.



Person Specification

Experience

Essential:

- Working in a growing team in a fast paced, busy environment and with tight deadlines
- Effectively collaborating with internal and external stakeholders
- Working with Microsoft Office
- Planning, organising and supporting the delivery of events and complex projects involving multiple tasks and stakeholders
- Successfully coordinating a programme of activities including budget and logistics

Desirable:

- Experience in education or not for profit sectors
- Experience of using project management and client relationship management systems.

Skills

Essential:

- Proven organisational, prioritisation, planning and project management skills
- Excellent relationship management skills and ability to work with a wide variety of stakeholders
- Ability to work independently and as part of a team working on a larger project
- Excellent ICT skills (as a user), ability to support others in understanding ICT platforms
- 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
- Effective communication skills including strong written English skills
- Confident compiling data
- Numerate with the ability to prepare simple financial reports, such as budget templates

Knowledge

Essential:

- Knowledge of how to build effective relationships with external stakeholders

Desirable:

- Knowledge of the education sector
- Understanding of AGILE Project Management approaches

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 supporting statement (maximum 2 pages) to recruit@righttosucceed.org.uk by Sunday 12 May 2019.

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

Timetable

Applications invited by midnight on Sunday 12 May 2019

Interviews: w/c 20 May 2019

Expected start date: 1 July 2019

*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 about the role or, need additional information, please contact:

Beth Matheson

COO - Right to Succeed

recruit@righttosucceed.org.uk

07789 912 007
