

Senior Programme Officer (Learning and Evaluation)

January 2024



Thank you for your interest in working for Right to Succeed. We are excited to be recruiting for a Senior Programme Officer to build on the great work the charity is already doing, and to help us achieve more.

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.



Working for Right to Succeed

We're looking for people to join our team who are committed to supporting communities to improve outcomes for their children and young people. We offer the following benefits to all employees:

Recognition for the work you do

We offer a competitive salary and benefits package that is benchmarked against similar roles in the industry. This includes access to healthcare and enrolment into a pension scheme with employer contribution.

A work-life balance that works for you

We offer flexible working arrangements and offer a hybrid working arrangement to all employees to ensure we can attract the best people to the job, whatever their situation and wherever they live.

Commitment to professional development

We invest in our people by offering learning and development opportunities and career progression through the organisation.

Opportunities to impact the lives of children and young people

We believe that all roles at Right to Succeed contribute to improving the lives of children and young people, whether you work in direct programme delivery or part of a central team.

Join us and harness the power of the collective to improve the future for children and young people.



Graeme Duncan, Chief Executive

Job Details

Title:	Senior Programme Officer (Learning and Evaluation)
Reports to:	Senior Programme Design Manager
Contract type:	12 months
Hours:	37.5 hours per week Monday- Friday
Location:	North West, Manchester, Liverpool (flexible and hybrid arrangements considered (travel to programmes within UK)
Salary:	Grade 4 - £29,965.95 (5% pension, Mediacash and group life assurance, 27 days annual leave per annum plus bank holidays)

Role Summary

We are looking for a Senior Programme Officer (Learning and Evaluation) to build on the great work the charity is doing and to help us achieve even more. We are seeking a highly motivated, creative individual with excellent organisational and people skills who will be the reliable, positive, “go-to” person for our Programme Design team.

The purpose of this role is to support the development of programme tools, and learning and evaluation across our delivery programmes. Time will be divided between direct support for the Programme team (with occasional travel to the programmes) and tasks specific to the Programme Design team.

This is a varied role, which requires a practical and organised approach, often responding to new and emerging research and data. The ideal candidate will also have a creative approach to problem solving and an eagerness to suggest and test new ways of working.

Role of the Programme Design Team:

- Supporting programmes to capture learning throughout delivery about what's working well, the changes that are happening, and what could be further developed
- Support the evaluation of programmes
- Engagement with external resources and organisations to support ongoing learning and organisational development for Right to Succeed
- Creating and adapting programme models, tools and resources

Key objectives of the Senior Programme Officer (Learning and Evaluation)

Working alongside the Senior Programme Design Manager, this position will work to a number of key objectives.

Job Objective 1: Administration

- Taking responsibility for administrative processes within the Programme Design Team, including drafting key documents, note taking, and organisation of key tasks
- Organisation and delivery of learning, development and training events within and outside of the organisation
- Scheduling meetings and, as required, booking travel, accommodation for team members
- Being the first point of contact when the Senior Programme Design Manager is unavailable
- Supporting the wider Programmes Team, working on events and projects when needed

Job Objective 2: Research and Development

- Further development of Right to Succeed evidence base by supporting research and information gathering activities to support the organisation's methodology and approach
- Applying research to learn from and adapt accordingly, leading on the development and upkeep of the organisation's evidence base

Job Objective 3: Communications

- Developing strong operational relationships inside and outside the organisation, through effective communication with colleagues and stakeholders
- Coordinating Programme Officers across Right to Succeed programmes to ensure a consistent approach to shared learning across programmes

Job Objective 4: Programme Design

- With support from the Senior Programme Design Manager, coordinate operational, day to day activities for the Programme Design Team, supporting the Programme team to understand, utilise, embed and update partnership and programme tools, resources, processes and models

Job Objective 5: Programme Delivery Support

- Lead on research and qualitative analysis pieces to support Right to Succeed programmes in delivery
- Work with Programme colleagues to integrate learning practices within delivery and to embed learning from within and across programmes
- Support the internal evaluation of Right to Succeed programmes

Person Specification

Experience required (essential)

- Planning, organising and supporting the delivery of events and complex projects involving multiple tasks and stakeholders
- Experience leading research and/or evaluation projects
- Effectively collaborating with internal and external stakeholders
- Presenting and facilitating both internal and external meetings/events
- Working in a fast paced, busy environment and with tight deadlines

Experience required (desirable)

- Experience working in collective impact or place based initiatives
- Experience in the not for profit sector or community projects

Skills (essential)

- Proactive in approach, thinks ahead and anticipates and deals with issues without being prompted
- Strong organisational skills with the ability to prioritise tasks without close supervision
- A team player with the ability to also work independently as required
- Excellent ICT skills (e.g. Zoom, G-Suite, Online workshop tools, Excel, Miro)
- Ability to work on multiple priorities at the same time and to plan effectively to meet deadlines
- Ability to be highly self-motivated, flexible and effective as a professional
- Effective communication skills, including strong written English
- Confident in compiling data
- Good relationship management skills and ability to work with a wide variety of stakeholders
- Qualitative research and analysis skills

Skills (desirable)

- Ability to support internal quantitative data analysis

Qualifications and knowledge (essential)

- Knowledge of education and/or voluntary and community sector
- Knowledge of project evaluation

Qualifications and knowledge (desirable)

- Awareness of complex project evaluation, specifically in regards to collective impact and place based approaches
- An understanding of Collective Impact approaches
- An understanding of Place Based Change approaches

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

Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

How to Apply

To apply for this position, please send a CV and a supporting statement to recruit@righttosucceed.org.uk by Midnight on 26th January 2024. Please note that we may close the application window earlier if we find sufficient suitable candidates.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Your supporting statement must not exceed one page and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

If you need any advice or guidance on what to include in the supporting statement, please contact recruit@righttosucceed.org.uk.

Timetable

Shortlisting and Interviews are planned to be in person at end of Jan / beginning of Feb (or earlier if we receive sufficient suitable candidates), with a start date as soon as possible after that.

These dates may be subject to change.

Queries

For queries about the role or, for additional information, please contact:
recruit@righttosucceed.org.uk

About Right to Succeed

How we work

We bring together residents, professionals and decision-makers to co-design a development programme that is bespoke to the needs of the local community. We call this way of working “place-based change”.

Why we exist

The wealth of your parents still determines how well you do in education and in your career – we don't think that's right. Too many children in the UK are not getting the right start in life, leaving them unable to realise their full potential. We believe that no single organisation can solve this problem on their own, but together we can.

Our Vision

Strong communities where every child is supported to succeed.

Our Mission

We work collectively to strengthen communities and systems that enable children and young people to succeed.

Our Values

Our culture and values underpin the way we work, how we see our relationships and the decisions we make. Our organisational values are:

Collaboration	We drive collaboration in everything we do, supporting our colleagues and partners to work better together by pooling resources, learning and expertise.
Commitment	We are committed to achieving only the best in the long-term for the children, young people and communities that we serve, and we place sustainability at the heart of our work.
Curiosity	We ask questions, listen without bias, and strive to keep an open mind.
Integrity	All our work is guided by our values and mission; we are willing to have difficult conversations to ensure this, and use clear processes and decision-making mechanisms to hold ourselves accountable.
Humility	We understand that the people in the communities we work with are the experts on their own lives, and we are constantly learning from them.

Where we work

Blackpool

We have supported Blackpool's implementation of their 10-year education strategy, building on the legacy of the Blackpool Opportunity Area, and focused on enabling children to thrive and achieve their potential in adulthood.

The town-wide priorities are to:

- Improve literacy
- Promote inclusion
- Support development of employability and skills

We have been working in the town for 8 years and alongside our support for the 10-year education strategy, we are currently working with leaders and schools on two programmes:

- [Pathways for All](#) - supporting the town's most vulnerable school leavers into post-16 education, employment or training
- [Youth Futures Foundation Discovery project](#) - focused on developing a collective, locally-led, evidence-informed approach to NEET systems change across the town

Liverpool City Region

We work in North Birkenhead, Wirral on a place-based change programme called [Cradle to Career](#),

which puts the community at the heart of decision making for its children and young people. Cradle to Career is now into its 4th year of delivery and due to its success, the Combined Authority has pledged funding to help us launch five new place-based change programmes across the region.

Delivery started in [Knowsley](#) and [Halton](#) in 2023, with further Discovery also starting in [Sefton](#) and [St Helens](#). The Discovery in [Liverpool](#) is due to start in 2024.

Great Yarmouth

We are currently delivering a place-based change programme in [Central Great Yarmouth](#), Norfolk that aims to reduce youth violence and crime among children and young people by focusing on preventative measures including:

- Youth Offer
- Literacy
- Education Employment and Training

Rochdale

In September 2023, following a year-long Discovery process for a [new collaborative project to improve inclusion](#), working collaboratively with the Council, DfE, EEF, local primary, secondary and special schools we started a Delivery Project focusing on Literacy and Inclusion across the borough.

Tameside

In September 2023, we began a Discovery process working collectively with the Council, DfE, EEF, local secondary school sector focusing on raising Literacy standards across the area.