

Programme Manager Halton and Knowsley

September 2024



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

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:	Programme Manager Halton and Knowsley Cradle to Career
Reports to:	Programme Director
Direct reports:	Senior Programme Officer
Contract type:	Fixed term until March 2026 4 days / 30 hours per week worked between Monday and Friday
Location:	Liverpool, Hybrid working, with the expectation of at least 1 day a week in the Liverpool office
Salary:	Grade 2 £39,170 - £42,362 FTE, Salary Pro rata to 4 days (5% employer pension contribution, Medicash and group life assurance, 27 days annual leave per annum for FTE, plus bank holidays)

Role Summary

The Programme Manager is responsible for managing the day-to-day delivery and oversight of the 'services' strand of the Cradle to Career (C2C) projects in Halton and Knowsley (H&K). The 'services' strand includes a localised youth offer, community support and a multi-disciplinary support team. This work will involve managing an internal services team, local stakeholders and paid partners and external senior multi-agency stakeholders serving low-income communities to support them to deliver socially significant outcomes across all of our services work.

Key Responsibilities

Managing the H&K services team and working alongside the Programme Director and central teams across the organisation you will:

Ensure the High Quality Delivery of Services Projects across H&K (including Youth Offer, Community Support, Multi-disciplinary Team and Community Events)

- Facilitate meaningful discussion and a collective impact approach between service providers, residents, families and local agencies to identify, design and embed locally-led solutions to common challenges as identified by a range of data and insights
- Drive meaningful engagement of residents and young people in the project, building on the knowledge and relationships developed by local organisations, community groups and education settings
- Lead the identification of training and development needs in relation to the project and liaise effectively with local and national partners to build the capacity of local residents and stakeholders to lead on change
- Manage the effective monitoring and embedding of interventions from a range of evidence-based delivery partners, ensuring that interventions are informed effectively by resident voice
- Help local partners to reflect on the learning gained through this work and spread that learning throughout their community and across the project
- Provide direct support to the staff leading the projects externally, building capacity within their settings and associated multi-agency colleagues to adopt a research led approach

Provide Management and Leadership

- Provide direct line management of the Services Programme Officer/s including weekly check-ins and monthly 121s to ensure key objectives are met
- Provide advice and guidance to the Services Programme Officer/s to support development goals to be identified and met
- Work alongside other Programme Managers to develop Programme Officers across the charity through monthly group meetings and leading advice and guidance on specialist areas of expertise

Manage Delivery Partnerships and other Stakeholders

- Manage the successful governance of the Services Projects ensuring a strong working group is in place so effective decision making can take place
- Work with the Data, Design, Partnerships & Delivery Team to ensure that robust contractual agreements are in place with any delivery partners
- Oversee the services team's approach to relationship management, ensuring that all necessary stakeholders are fully engaged with the education projects and participate in all required activity including capturing stakeholder feedback

Manage and Support with Communication and Representation of the H&K C2C Projects

- Work with the Communications Team to produce a communications cycle (including key events and regular written comms) for all Services projects and support the delivery of this work
- Work with the Fundraising Team to ensure education projects are effectively reported on to funders and commissioners
- Represent H&K C2C on a local and regional level including attending key events and showcasing the education work
- Represent Right to Succeed at external events, sharing learning, insight and providing CPD

Support with the delivery of collaborative projects (EET and SEND)

- Work with the education team to ensure high quality delivery of cross-strand projects such as EET and SEND projects
- Possess a strong understanding of complementary C2C workstreams and stakeholders and recognise opportunities for cross-collaboration with all community partners

Support with Strategic Development of Education Programmes

- Support the Programme Design Team to codify and implement the organisation's approach to services programmes, ongoing support, programme endings and sustainability planning
- Support the Programme Director to design and develop a sustainable future programme plan for H&K C2C
- Identify partnerships that could open the door to further funding for the charity's work in this area

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 needs.

Travel

This role will require significant local travel between schools across the Liverpool City Region and our programmes in other parts of the country where necessary.

Person Specification

Experience (*essential*)

- At least 5 years' experience in the not for profit or public sector - management level
- Proven experience of managing relationships with a range of senior stakeholders including senior leaders of local agencies
- Track record of working with organisations to enable them to more effectively support vulnerable children, young people and their families
- A track record of working with young people
- Evidence of effective line management
- Track record of facilitating effective conversations between the community and local services
- Track record of leading successful initiatives targeting improved child outcomes or tackling inequality

Experience (*desirable*)

- Experience of working within or directly within the youth work and/or social care sector
- Understanding of special educational needs and track record of working with agencies to enable them to more effectively support young people with additional needs
- Experience of performing a leadership role within the youth and community sector
- Experience of translating analytical research into practical recommendations and concrete actions
- An understanding of research led practice and evaluation

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 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 an office environment

Skills (*desirable*)

- Ability to deliver/facilitate training
- Experience of using coaching to enable a solution-focused approach

Knowledge (essential)

- Ability to represent the charity and project credibly with local stakeholders and partners
- A developing understanding of the evidence base around children’s outcomes
- A developing knowledge of effective community engagement

Knowledge (desirable)

- Understanding of the local voluntary, community and social enterprise landscape across the Liverpool City region
- Understanding of local government and public sector services

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

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 submit a CV and a supporting statement including your motivation for applying and how you meet the criteria for the role to recruit@righttosucceed.org.uk by **9am on Monday 23rd September 2024**. Please note that we may close the application window earlier if we find sufficient suitable candidates.

Please note we will be interviewing candidates as applications are received and may close the vacancy earlier if a suitable candidate is identified. Candidates are advised to apply as early as possible.

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 for **w/c 23rd September 2024** (or earlier if we receive sufficient suitable candidates), with a start date as soon as possible after that.

If invited to interview, you may be asked to complete a short (max. 30-minute) pre-interview task.

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.