



Programme Manager - Discovery - Speke Liverpool

November 2024



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Programme Manager to help us build the charity and enable the communities we serve to achieve even more.

Right to Succeed supports communities facing the greatest multiple deprivation to collectively define, deliver and sustain the change they need and want for their children, young people and families. We do this because we believe every child deserves the right to succeed, no matter where they live.

Our Journey

We launched in 2015 with a mission to bring a coordinated effort to removing the barriers facing young people. We are now serving 10 communities in the bottom 5% and can increasingly demonstrate the impact that is possible if communities are empowered to define and deliver their change.

Demand for our work is very high, and we are growing as quickly as we can without risking quality, as our communities deserve the very best support we can offer.

Between the amazing communities we serve, the growth ahead of us, and the wonderful team we've been privileged to assemble, now is an inspiring time to join Right to Succeed...

We look forward to meeting you.

Yours sincerely,



Graeme Duncan, Chief Executive



Job Details

Title:	Programme Manager Speke - Discovery
Reports to:	Programme Director Speke - Discovery
Contract type:	Fixed term until 31st December 2025
Hours:	4 days per week (30 Hours) Worked between Monday- Friday
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)
Location:	Liverpool, Hybrid working, with the expectation of at least 2 days a week in the Liverpool office

Role Summary

The Programme Manager for Discovery is responsible for managing the day-to-day delivery of the Discovery Project for Speke, Liverpool at a local level. You will be working closely with a number of public sector, education sector and third sector agencies serving low-income communities. You will support these groups and the Right to Succeed programme team in building a detailed picture of the assets and challenges in the community, overseeing the planning, delivery and review of youth and community consultations, co-designing a delivery programme to address the needs identified by the Steering Group and working with all stakeholders to develop collaboration, shared approaches and a common vision, within an agreed framework, aimed at meeting the development, wellbeing and connectivity needs of those children and families deemed most at risk through a collective approach.

Key responsibilities

Programme Manager - Discovery

You will work the Programme Director, programme team and wider Right to Succeed team to ensure the delivery of an effective Discovery programme:

1. Support the identification of key stakeholders relevant to the local area and programme, and develop and maintain relationships of trust and influence in order to further the aims of the programme.
2. Support the identification of key areas of strength and development within the current local area provision for children and young people, particularly in relation to early identification of need and effective intervention for children, young people and families.
3. Facilitate meaningful discussion and a collective impact approach between service providers, education providers and local agencies to co-design solutions to meet identified needs, using a range of creative approaches including workshops and consultations.
4. Coordinate the meaningful engagement of residents and young people in the project, building on the knowledge and relationships developed by local organisations and

community groups.

5. Support 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 professionals.
6. Coordinate and contribute to the creation and dissemination of a Discovery report which summarises the findings and collective action of the Discovery process in Speke.
7. Support the creation of a detailed programme delivery plan which responds to the needs identified during Discovery and which has been co-designed with local stakeholders.
8. Help local partners to reflect on the learning gained through this work and spread that learning throughout their agencies and across the project to multi-agency colleagues.
9. If or when required provide line manager support to a Programme Officer, supporting them to carry out their role effectively.

Other responsibilities

Ensure the programme is delivered to a high standard

- Work with internal stakeholders to ensure effective planning, timescales, partnerships, interventions, data collection and measurement frameworks for the programme.
- Design and develop processes that will provide clarity around accountability for programme targets and key areas of activity.
- Oversee the monitoring of performance at a local level, ensuring that the programme is performing as expected and highlighting areas of performance concern.
- Help shape the culture, infrastructure and systems of local programme partners to inform the iterative development of the programme.
- Facilitate the sharing of best practice and learning across the local partners in your area.

Build partnerships & managing relationships

- Oversee relationships with local partners, ensuring the right relationships are in place and managed to the highest levels of care.
- With support build and manage local level partnerships with best practice deliverers, influencers, schools, and commissioners in your area.
- Ensure that memorandums of understanding and contracts with all local partners on the Project set clear expectations regarding 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.

Communication and representation

- Work with Right to Succeed and regional contacts to build awareness of the Cradle to Career Project in your region.
- Act as an ambassador for Right to Succeed and the Place Projects at a local level and work with the Programme Director to identify opportunities whereby key thematic learning can be shared both locally and nationally.

Support the wider team to:

- Identify partnerships that could lead 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.
- Ensure learning from both external research and operational practice is reported back in order to enhance organisational learning and improve future practice and programme design.
- Ensure robust and efficient feedback and reporting mechanisms to funders and trustees.
- Identify the CPD requirements, tools and resources required to enable high-quality delivery of our projects and provide support in their design and delivery where required.
- Work more collectively with other areas of the organisation, through the early identification and communication of potential opportunities for collaboration.

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 and other agencies in the Liverpool and wider Merseyside area and occasional travel to Right to Succeed's Manchester and Liverpool offices. It is essential that the post-holder has access to a car or excellent transport systems in order to travel efficiently between locations.

Person Specification

Experience (*essential*)

- At least 3 years' experience in the not-for-profit or public sector
- Proven experience of managing relationships with a range of senior stakeholders - including senior leaders of local agencies and services working with children and young people
- A track record of leading successful initiatives targeting improved child outcomes or tackling inequality
- A track record of working with organisations to enable them to more effectively support the children, young people and families they work with
- A track record of facilitating effective conversations between the community and local services
- A track record of youth and/or community work
- Effective line management

Experience (*desirable*)

- Experience of leading engaging and interactive meetings and workshops with a range of stakeholders
- Experience leading youth work
- Experience of delivering cultural change within an organisation
- Experience of translating analytical research into practical recommendations and concrete

actions

- An understanding of research led practice
- An understanding of collective impact approaches

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 the Programme office

Skills (desirable)

- Ability to deliver training
- Experience of using coaching to enable a solution-focused approach
- Experience of the use of Appreciative Inquiry

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 in Liverpool and Liverpool City Region
- Previous experience of working with the public sector

Key Behaviours for the role:

Our Values	Key Competency 1	Key Competency 2
Commitment	<i>Deliver excellent service 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>Following 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>Building effective relationships</i>	<i>Influence and negotiate the conditions to create impact</i>
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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 Friday 29th November 2024**.

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 two pages 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

Applications invited by 9am on Friday 29th November 2024

Interviews: ongoing and as applications are received

Start date: ASAP

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.