



# Programme Manager - Northwood & Halton Lea

November 2024



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Programme Manager in the Liverpool City Region to build on the great work the charity is doing and to help us achieve even 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.

### Our Journey

We launched in 2015 with a mission to bring a coordinated effort to remove the barriers facing young people. We are now working collectively with schools, colleges and local authorities in Blackpool and Rochdale, to help build an inclusive education system where every child is supported to succeed. In September 2021 we launched our first whole-system improvement programme with the community in North Birkenhead and we are now rolling out similar place-based programmes in other areas of the Liverpool City Region.

We are still a young charity, but we are starting to see significant impact in our partner schools, and we are currently developing an impact measurement framework to help demonstrate the power of collective working.

We are growing quickly, and expect that to continue for the next few years as place-based change becomes a national focus. Now is an inspiring time to join Right to Succeed and help us transform outcomes for children. We are keen to encourage applications from those with lived experience of overcoming one or more of the issues our programmes seek to address, as we understand the extra value that this brings to understanding our programmes.

We look forward to meeting you.

Yours sincerely,



Graeme Duncan, Chief Executive



## Job Details

<b>Title:</b>	Programme Manager - Northwood & Halton Lea
<b>Reports to:</b>	Senior Programme Manager
<b>Contract type:</b>	12 months fixed term
<b>Hours:</b>	Full Time 37.5 hours per week Monday-Friday
<b>Salary:</b>	Grade 2 £39,170 - £42,362 FTE salary (Starting Salary £39,170) , (5% employer pension contribution, Medicash and group life assurance, 27 days annual leave per annum for FTE plus bank holidays)
<b>Location:</b>	Liverpool, Hybrid working, with the expectation of at least 1 day a week in the Liverpool office

## Role Summary

The Programme Manager is responsible for managing the day-to-day delivery of some of our key Liverpool City Region programmes at a local level. The projects will involve working with a range of primary, secondary schools, Post-16 providers and senior multi-agency stakeholders serving low-income communities to support them to effectively identify and meet the learning and development needs of their pupils.

## Key Objectives of the Job

As Programme Manager responsible for managing the day-to-day delivery of a number of our Liverpool City Region projects, you will support identified staff from within the senior leadership teams across the education settings to;

1. Identify the key areas of strength and development within their settings, particularly in relation to literacy, inclusion, SLCN, NEET and transition.
2. Effectively implement new interventions and improve the implementation of existing strategies from a range of evidence-informed development partners, with the aim of transferring learning from transactional interventions into highly inclusive universal practice.
3. Support the adoption of a research-led approach to improving outcomes for young people, particularly the most vulnerable, helping both education and multi-agency settings to identify and evidence need, before designing and delivering collective solutions to these needs.
4. Help the education settings and associated multi-agency services to reflect on the learning gained through this work and spread that learning both within their setting, across the area and primary, secondary and post 16 phases.
5. Develop the collective impact conditions, ensuring that all projects further establish a clear common agenda, shared measurement framework, mutually reinforcing activities, continuous communication channels and sustainable backbone function.

You will also work closely with the rest of the RTS Programme team, currently delivering projects across multiple geographical areas to share key barriers and enablers, effectively accelerating the learning across both the projects and wider organisation.

### In Partnership with the Senior Programme Manager ensure the delivery of a high quality programme

- Work with internal stakeholders including development 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 education settings and associated multi-agency colleagues 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 education settings, multi-agency colleagues and development partners, ensuring that we have the right relationships in place and that these are managed to the highest levels of quality and care.
- Oversee the monitoring of performance 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 education settings and multi-agency services in your area.

### Build partnerships & managing relationships

- Work with the Senior Programme Manager in building local level partnerships with best practice deliverers, influencers, education settings, multi-agency colleagues and commissioners in your area, ensuring that these are managed to a high level of quality and as per the RTS's organisation's values.
- Ensure that memorandum of understanding and contracts with all partners on the Project 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 the programmes in your area, supporting the development of messaging and materials that communicate a strong vision for the project.
- Act as an ambassador for Right to Succeed and the programmes that you directly deliver on at a local level and work with the Senior Programme Manager to identify opportunities whereby key thematic and place-based learning can be shared at both a local and national level.

### Support the 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.

- Ensure learning from both external research and operational practice is systematically reported back in order to enhance organisational learning and improve future practice and programme design.
- Develop more 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
- Support with additional Programme Officer and/or Senior Programme Officer Line Management as required

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.

## Person Specification

### Experience Essential:

- At least 3 years' experience of working within or directly with the education sector
- Proven experience of managing relationships with a range of senior stakeholders including senior school and multi-agency leaders
- A developing understanding of the evidence base around education
- Understanding of special educational needs and track record of working with schools to enable them to more effectively support pupils with additional needs

### Experience Desirable:

- A track record of leading successful initiatives targeting improved pupil outcomes
- Experience of translating analytical research into practical recommendations and concrete actions
- Experience working with post-16 institutions or/and experience of Early Years Foundation Stage

### 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 and financial information

### Qualifications and knowledge Essential:

- Ability to represent the charity credibly with schools and external contacts in the education sector
- An understanding of the local education landscape across Liverpool City Region and North West
- Knowledge of Speech, Language, Communication and Literacy needs
- Knowledge of NEET and improving outcomes for vulnerable learners

### Qualifications and knowledge Desirable:

- In-depth knowledge of education improvement
- An understanding of research led practice in schools (training will be provided)
- An understanding of collective impact and implementation approaches (training will be provided)

### Key Behaviours for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Commitment</b>	<i>Deliver excellent service to our schools and partners</i>	<i>Work as part of a team committed to delivering a mission</i>
<b>Integrity</b>	<i>Uphold principles and values</i>	<i>Following through on responsibilities</i>
<b>Humility</b>	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
<b>Curiosity</b>	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>
<b>Collaboration</b>	<i>Building 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 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](mailto:recruit@righttosucceed.org.uk) by **12:00pm on Monday 6th January 2025**.

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](mailto:recruit@righttosucceed.org.uk).

## Timetable

Applications invited by 12:00pm on Monday 6th January 2025.

Interviews: Interviews to be held on the week commencing 6th January 2025

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](mailto: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:

<b>Collaboration</b>	We drive collaboration in everything we do, supporting our colleagues and partners to work better together by pooling resources, learning and expertise.
<b>Commitment</b>	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.
<b>Curiosity</b>	We ask questions, listen without bias, and strive to keep an open mind.
<b>Integrity</b>	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.
<b>Humility</b>	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.