



Programme Officer - Education (Sefton & St Helens)

January 2025



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Programme Officer 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 soon to be 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

Title:	Programme Officer - Education (Sefton & St Helens)
Reports to:	Programme Manager
Contract type:	Fixed term until 31 Aug 2027
Hours:	Full Time 37.5 hours per week Monday-Friday
Salary:	Grade 5 £24,861 - £26,887 FTE salary, (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

Key Objectives of the Job

Supporting high-quality programme delivery

- Collaborate with the relevant Programme Manager and Director to :
 - Develop and maintain clear programme delivery plans, ensuring alignment with organisational objectives.
 - Monitor progress, update plans as needed, and address challenges proactively.
 - Ensuring; plans are regularly monitored and iterated effectively, timely processing of payments and invoices for programme delivery and that all programme expenses, purchase orders and invoices are up to date.
 - Proactively research, quality assure and compile internal and external reports.

Robust programme administration

- Email and diary management, scheduling of meetings, booking travel, accommodation
- Data management including; data input, tracking and ensuring programme data is accurate and up to date.
- Attend school, community and partner meetings to provide administrative support as and when required.
- Team coordination including scheduling meetings and maintaining action log and being the first point of contact when core team members are unavailable.

External communications for programmes & event coordination

- In collaboration with the team and external partners, plan a comprehensive calendar of key milestones, events, and learning opportunities throughout the year, including some evening and weekend events.
- Support Communications Team by providing information on the Liverpool City Region programme to ensure current information on website and social media.
- Support the organisation in annual learning and celebration events for programmes.
- Contribute to ensuring that the internal communications across programmes 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 needs.

Person Specification

Experience (essential)

- Experience of education space focusing on improving outcomes for vulnerable young people
- 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, Excel and Google Drive
- Strong organisational skills with the ability to prioritise tasks without close supervision.
- Planning, organising and supporting the delivery of events and complex projects involving multiple tasks and stakeholders.

Experience (desirable)

- Experience of conducting/being involved in research
- Experience of community development and/or voluntary sector space on improving outcomes for vulnerable young people

Skills (essential)

- Knowledge of the education sector
- Proven organisational, prioritisation and administrative 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
- Ability to be highly self-motivated, flexible and effective as a professional
- Effective communication skills including strong written English skills
- Excellent ICT skills (as a user), ability to support others in understanding ICT platforms
- Confident compiling data
- Numerate with the ability to collate simple financial information, such as budget templates
- Proactive in approach, thinks ahead and anticipates and deals with issues without being prompted.

Knowledge (desirable)

- Knowledge of the youth justice system
- Knowledge of how to build effective relationships with external stakeholders

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</i>	<i>Passion for identifying and trialling</i>

	<i>question operating norms</i>	<i>innovative solutions</i>
Collaboration	<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. In addition to this please can you provide answers to the following questions:

- 1) What are your core values and how do you see yourself able to apply these in taking on this role?

2) What do you think the initial challenges for you might be in this role and how might you approach them?

Please send all of your supporting documents to recruit@righttosucceed.org.uk by **12:00pm on Friday 14th February**.

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 demonstrate 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 12:00pm on Friday 14th February
Interviews: Ongoing 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.