



Programme Manager - Speke

March 2025



Thank you for your interest in Right to Succeed. We are excited to be recruiting a Programme Manager in Liverpool Speke 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. We are currently further developing our work to support literacy in both Rochdale and Tameside. In September 2021 we launched our first whole-system improvement programme with the community in North Birkenhead followed by Halton, Knowsley, Sefton and St Helens place-based programmes in the Liverpool City Region.

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 Manager - Speke
Reports to:	Programme Director
Contract Type:	12 months fixed-term
Location:	Liverpool, Hybrid working, with the expectation of at least 2 days a week in the Liverpool office
Hours:	5 days per week (37.5 hours), worked between Monday - Friday Please note there is an option of negotiating to 0.8 FTE (4 days; 30 hours) worked between Monday-Thursday
Salary:	Grade 2 £39,170-£42,362 FTE salary (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 Speke role is responsible for managing the day-to-day delivery of the Discovery project for Speke, Liverpool. 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 to build a detailed picture of the assets and challenges in the Speke community, co-design a long-term delivery programme that improves outcomes for children and young people, and set up the structures and processes required for a successful Delivery start.

This is an exciting opportunity to be part of an innovative programme that's having a significant impact on children's outcomes across the Liverpool city region. We are looking for a candidate who is passionate about making a difference for children and young people and is curious about how we can work differently across sectors to achieve this.

You will be instrumental in helping local organisations and services to develop collaboration, shared approaches and a common vision around meeting the needs of children and families deemed most at risk, using your strong organisational, relational and programme management skills to ensure the programme is on track to meet its milestones, is sensitive and responsive to the needs of the local community, and is able to make a tangible difference to the lives of children, young people and their families.

Key Objectives of this role:

Programme Manager - Speke

You will work with the Programme Director, programme team and wider Right to Succeed team to ensure the delivery of an effective Discovery programme, including preparation and mobilisation for

our Delivery work:

1. Support the identification of key stakeholders relevant to the local area and programme, and take a leading role in developing and maintaining relationships of trust and influence.
2. Support the identification of key areas of strength and need within the current local provision for children and young people, using a range of research tools and both qualitative and quantitative data.
3. Facilitate meaningful discussion and a collective impact approach between service providers, education providers and local agencies, 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. Support local partners and the programme team to transition from Discovery into Delivery, ensuring the relevant governance structures, contracts, milestones and activities are in place for the programme start.
10. If or when required, provide line manager support to a Programme Officer, supporting them to carry out their role effectively.

Key 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.
- 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.
- Work collaboratively with internal Right to Succeed teams in order to enhance organisational learning and improve future practice and programme design.
- Support robust and efficient feedback and reporting mechanisms to funders and trustees.
- Work more collectively with other areas of the organisation, through the early identification and communication of potential opportunities for collaboration.

Please note the key 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, education or public sector working to support children and young people
- 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
- Proven experience of leading successful initiatives targeting improved child outcomes or tackling inequality
- Effective line management

Experience (*desirable*)

- Experience of leading engaging and interactive meetings and workshops with a range of stakeholders
- Experience of working with the youth and community sector
- Experience of delivering cultural change within an organisation
- Experience of translating analytical research into practical recommendations and concrete actions
- An understanding of collective impact approaches and research-led practice

Skills (essential)

- Proven organisational and project management skills
- 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
- Ability to influence, inspire and to initiate change
- 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

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>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 an 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 by **4.00pm on Thursday 10th April 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 not 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 essential criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills 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 **4:00pm on Thursday 10th April 2025.**

First Stage Interviews: week commencing 14th April 2025

Second Stage Interviews: 23rd and 24th April 2025

These dates may be subject to change.

Queries

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