



Programmes Manager

Appointment Brief

Programmes Manager

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Aylesbury. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission; To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

What we do; Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), Grow Your Ambition, The Inspiration Programme (TIP), The Breakout Programme, The Junction and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

JOB DESCRIPTION

JOB TITLE:	Programmes Manager
BASED IN:	Aylesbury, Buckinghamshire
REPORTING TO:	Programmes Director
HOURS:	37 hours per week – the role requires some evening and weekend work
LEAVE:	28 days holiday per annum plus bank/public holidays
CONTRACT:	Full time, permanent
SALARY:	Approx £37, 376- £44, 903
PENSION:	Up to 5% matched contributions
TRAVEL:	Travel around Buckinghamshire, Milton Keynes and surrounding counties will be necessary.

PURPOSE OF THE JOB:

Primary Function

Support the Programmes Director with design, planning, delivery and reporting of current and future Action4Youth Programmes and initiatives. The Programmes Manager will line manage specific programme teams, will have responsibility for working within a set budget and will be a key link with partner organisations ensuring best practice and efficient programme delivery. They will be responsible for monitoring contractual KPI's and take the lead on reporting and impact measurement of specific programmes.

The Programmes Manager will need to provide cover for all their direct reports, as well having some of their own programme delivery. They will need to be confident with large groups of young people and be able to work flexibly. We are looking for an experienced line manager with good knowledge of HR processes and experience managing multiple different work streams. This a senior role suited to an experienced and insightful manager who will contribute to the strategic growth of Action4Youth.

Action4Youth currently operates a number of programmes/ services. The Programmes Manager will lead on the following; The Junction Youth Centre, The Inspiration Programme and Training/ Membership and Mentoring. You will also be required to assist with delivery and the on call rota for the National Citizen Service (NCS) programme during peak times. Other programmes may be added in future as Action4Youth develops new initiatives based on the needs of the young people we work with. This role will focus on each or any of these as required within Action4Youth's overall senior team.

The Programmes Manager will directly line manage the Programmes Leader, The Junction Centre Manager and The Inspiration Programme Manager.

Programme Specific duties and responsibilities:

The Junction Youth Centre

The Junction is a multi service youth centre based in High Wycombe town centre, it is open 7 days a week from 4-9pm. The Junction is for young people aged 12-18 years (up to 25 with SEND) and is funded entirely from Grants and Trusts. The service offers a variety of sessions ranging from a general youth space, health and wellbeing, cooking and 1:1 mentoring.

The Programmes Manager will be expected to work at The Junction one day a week from 2- 9pm and will work with the Centre Manager to ensure the smooth running of the service. You will oversee contractual KPI's and lead on reporting. This role will include being part of an on-call rota during evening and weekends.

The Inspiration programme

The Inspiration programme is an Action4Youth initiative that aims to broaden horizons and raise aspirations of young people. The programme takes place in schools across Bucks, Milton Keynes and surrounding counties and follows five pillars; Police and Criminal Justice, Health and Wellbeing, Arts and Culture, Community and the Environment and Working Life.

The Programmes Manager will oversee the successful delivery of The Inspiration Programme and support the Inspiration Programme Manager to plan, timetable and deliver high quality programmes. They will be responsible for quality control and will personally deliver at least one TIP programme across the academic year. They will need to work closely with the Development Team on growth of the programme and broaden our reach into more schools and geographical areas.

Training/ Membership and Mentoring

Action4Youth is an umbrella organisation for voluntary youth clubs and groups across Bucks and Milton Keynes. The Programmes Leader provides training, both internally and externally, and line manages the Aylesbury Vale and Milton Keynes Mentor. You will support the Programmes Leader to lead our membership and training programme, achieving set KPI's, and ensure the smooth delivery of our mentoring programme.

NCS

NCS is the government's flagship youth development programme, funded through the NCS Trust. NCS offers 16 and 17 year-olds from different backgrounds the chance to take part in a range of challenging activities away from, and in, their communities.

The Programmes Manager will assist their counterpart in delivery of the NCS programme at peak times; specifically working on seasonal staffing, training and wave management. You will be part of an out of hours on call rota and be required to be on site on programme start and finish days. When on call you will be required to provide programme guidance and support on safeguarding and incidents.

Key Tasks and Deliverables

- Work closely with the Programmes Director, Programmes Manager and your direct reports to ensure the successful and effective implementation of the above programmes
- Assist with out of hours on call duties for NCS residentials and The Junction Youth Centre- this will include incident management and safeguarding support
- Provide day to day management of the assigned projects ensuring effective programme delivery

- Plan projects, monitor overall progress, manage risks, opportunities and resolve issues as required to keep projects on track to agreed baselines and objectives.
- Provide direct line management to staff of the assigned programmes
- Demonstrate strong analytical skills and provide workable solutions to challenges/ barriers that may affect delivery
- Deliver programmes within set budgets and report planned and actuals to the Programmes Director/ funders.
- Report progress of projects at regular intervals to the Programmes Director.
- Ensure that reviews/meetings are appropriately conducted in line with the governance framework by chairing reviews and presenting progress reports to the Senior Management Team and external partners.
- Regularly review against agreed standards to ensure that project requirements are being met.
- Ensure you are well informed of contractual requirements and be able to adapt to changes in delivery requirements quickly and effectively.
- In this senior role you will have strategic responsibility for managing areas of activity involving the young people that we work with. You will have significant responsibility for Safeguarding and the safety of young people as they interact with the organisation.
- Raising the profile of Action4Youth, young people, the value of youth work and promote non-formal learning.

DUTIES AND RESPONSIBILITIES

- Support events and meetings when required.
- Effectively monitor, report and evaluate all aspects of work.
- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.

Other Duties

To carry out any other Action4Youth duties as required by the Programmes Director, SMT or CEO including:

- Attending meetings as required
- Fulfilling any other reasonable duties requested by the Programmes Director, SMT or CEO
- Providing written reports for Action4Youth meetings when required.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification – Programmes Manager

Description	Essential	Desirable
Experience/ Knowledge	<p>Strong youth engagement and facilitation experience.</p> <p>Previous work experience in the youth, education or community sector</p> <p>Experience of planning, monitoring and evaluating work with young people.</p> <p>A full UK driving licence and access to a vehicle</p>	<p>Experience working with young people in a residential setting</p> <p>An understanding of the charitable/voluntary sector</p>
Technical Job Related Skills	<p>Excellent communication skills, including being able to positively engage with young people and parent/guardians from a variety of different backgrounds.</p> <p>Ability to plan, prioritise and organise own workload.</p> <p>Confident user of IT, including Excel, Word, PowerPoint, Social Media and CRM systems (Salesforce).</p> <p>A flexible approach to work including willingness to take on tasks outside the normal remit and to work irregular hours.</p> <p>Experienced line manager with good knowledge of HR processes</p>	<p>Practical experience of designing and delivering presentations to a varied audience</p> <p>Previous experience of using a CRM system (Salesforce) and the ability to run reports as required.</p>
Personal Job Related Skills	<p>Integrity and discretion when dealing with sensitive information.</p> <p>Committed to young people’s personal and social development and to providing opportunities which enable them to reach their full potential.</p> <p>A positive, enthusiastic and ‘can do’ approach to work.</p> <p>Committed to your own learning and development</p> <p>Confidence to present to and coordinate large/small, formal/informal meetings.</p> <p>Ability to share information and work collaboratively with other agencies and stakeholders.</p> <p>Prioritise and manage large workloads.</p>	

	<p>Work with and report to the Programmes Director.</p> <p>Proven track record of effective line management.</p> <p>Ability to work alone using own initiative.</p> <p>A team player who is enthusiastic, friendly, approachable, flexible and a good problem solver.</p> <p>Strong interpersonal skills, tact, sensitivity and diplomacy.</p> <p>Understand the ethos, values and culture of Action4Youth.</p> <p>Demonstrate an awareness of equal opportunities</p>	
Education and Training	Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth.	.

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to office@action4youth.org

If you would like an informal chat regarding the role, please email Emily Davis emily.davis@action4youth.org or call 0300 003 2334

Closing Date for Applications: Friday 11th October

Interview Dates: To Be Confirmed

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