



OVERVIEW

Job Title:	Programme Manager (InSpired to Work)
Responsible to:	Head of Youth and Community Programmes (HYCP)
Responsible for:	Caseworkers, Partnerships Coordinator, Business Development Coordinator & Project Officer
Salary:	£33,499 per annum (including London weighting) for 35 hours p/week
Contract/Hours	Fixed term until end of March 2018, Mon-Fri with some evenings and weekends
Location:	Based at InSpire, Liverpool Grove, London SE17 2HH. Travel around the borough is also a requirement of the job
Annual Leave:	25 days per year plus bank holidays and 3 'closure days' between Xmas and New Year
Project Summary:	InSpired to Work (ITW) is an innovative employment programme providing young people with intensive support to overcome personal and skills related barriers to employment and training. It also works with employers to increase their ability to support young people in sustaining employment, and with local and national networks to advocate for young people in terms of employment.
Job Summary:	The Programme Manager is the strategic and operational lead for InSpired to Work overseeing the design, delivery, leadership and management of the programme and the team working on it.

JOB DESCRIPTION

Main Responsibilities:

1. Working with the Director and HYCP to set the strategic direction of the programme
2. Sustainable programme development
3. Significant contributions to tenders and funding bids related to ITW
4. Developing and maintaining honest, creative and productive professional relationships with funders, grant managers and other partners
5. To have a detailed and accurate overview of the ITW programme at all times
6. To represent both InSpire and ITW at external events, forums and conferences
7. Leadership and line management of the Partnerships Coordinator, Business Development Coordinator, Caseworkers, Safeguarding Officer and the Project Officer
8. Ensure appropriate allocation and management of CWs caseloads
9. Identification of, and solutions to, the training needs of your team
10. To lead on ITW's Job Centre Plus and Southwark Probation provision and the development of additional satellite provision across the borough
11. To develop further our partner base to support the complex needs of CWs caseloads
12. Lead on the development of sector networking groups, specifically Young London Working, the Southwark Youth Employment Forum and Money Savvy Southwark Advisor Group
13. On occasion, to organise or provide operational cover for delivering youth programmes during periods of sickness and absence

14. Lead on the design and oversee the delivery of, and occasionally deliver yourself, various training programmes for young people
15. Lead on the design and implementation of plans to build our base of corporate partnerships, including the implementation of a CSR Strategy and initiatives as relevant, and record this data appropriately
16. To work in partnership with a range of organisations to recruit and signpost young people to the ITW programme and be the strategic lead in driving long-term partner engagement in ITW
17. Ensure the ITW team have the needs of the young person the forefront of all the work they do
18. Ensure that young people's needs, views and challenges are represented at forums and strategic meetings
19. Provide bespoke support to employers targeted at removing barriers to employment for young people in Southwark
20. Oversee a portfolio of corporates, SMEs and other employers working with ITW
21. To undertake administration related to the post.

Budget & Data Management:

22. Financial Management of multiple budgets associated with ITW, including day to day spending and wider programme delivery such as grants, bursaries and training programmes
23. Ensure that data management systems are fit for purpose, used properly and up to date
24. Ensure Views, Skills Register and any other CRM/monitoring systems are kept up to date, as required.

Evaluation & Quality Assurance:

25. To develop effective methods of evaluating the success of the programme
26. To provide reports on the projects progress against key milestones as per the requirements of the funding agreement and InSpire's own reporting requirements.

Personal Development & Training:

27. To attend regular supervision and performance reviews, as agreed with the HYCP
28. Commitment to ongoing professional development
29. To undertake training and development where required for the role.

Other responsibilities:

30. To ensure compliance with InSpire's policies and government legislation/standards of care/best practice relating to work within the community
31. Regularly review risk assessments for activities undertaken and work carried out as part of ITW
32. To support and oversee the work of the Safeguarding Officer
33. To act as a duty manager for InSpire, providing opening and lock up duties as and when required
34. To undertake any task that may be requested from time to time by the Director or HYCP as may be consistent with the nature and scope of this post
35. To take on additional responsibilities during periods of absence by the HYCP.

PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	Project/Programme Management, Child Protection/Safeguarding	Evidence of work based training Educated to degree level or equivalent	Application form
Experience	<p>A minimum of 1 years' experience of managing programmes in the voluntary or statutory sector</p> <p>Minimum 2 years' full time experience of managing staff and providing intensive casework supervision and support</p> <p>Experience of directly delivering a range of young people's employment projects</p> <p>Experience of writing risk assessments</p> <p>Significant experience of working with 'hard to reach' and high risk groups with complex needs including those with CJ, LD and/or MH issues</p> <p>Experience of engaging employers and liaising with employers to advocate for young people Fund-raising/bid writing</p> <p>Significant experience of monitoring and evaluating programmes</p> <p>Experience of partnership work across the private, voluntary and statutory sector</p> <p>Managing budgets and financial reporting</p>	<p>Experience of working with commercial partners inc large corporates and SMES</p> <p>Experience of managing/delivering accredited training and volunteer programmes for young people</p> <p>Experience of managing volunteers</p> <p>Experience of strategic planning</p>	Application form and interview
Skills	<p>Ability to manage a variety of relationships with service users, partners, staff and funders</p> <p>Ability to form close and effective working relationships with people from a wide range of backgrounds</p>	The ability to confidently manage complex budgets.	Application form and interview

	<p>A flexible and adaptable approach to engaging people with a range of needs</p> <p>Advocate for young people (especially those with complex needs relating to MH, LD or criminal backgrounds), and for the work of the project</p> <p>Outstanding communication and interpersonal skills</p> <p>Excellent time management, organisational skills</p> <p>Ability to work within a team and on own initiative</p> <p>Strategic thinking</p> <p>High levels of IT literacy</p>		
Knowledge	<p>Knowledge of the issues affecting young people with regards to gaining and sustaining employment, especially those with complex needs</p> <p>Knowledge of the benefits system</p> <p>Knowledge of local and national government agendas with regard to youth employment</p> <p>Excellent understanding of safeguarding of children and vulnerable adults and associated good practice</p> <p>Knowledge of tools for leadership and staff development and how to apply them</p>	<p>Knowledge of the issues affecting communities in a regeneration area</p> <p>Knowledge of legislation relating to work with young people and vulnerable adults</p> <p>Some understanding of HR laws and practices</p> <p>Some understanding of business development</p>	Application form and interview