



## **Job description**

Job Title:	Head of Programmes
Reporting To:	Chief Executive Officer
Department:	Programme
Location:	Flexible as homeworking supported
Salary:	c.£40-45k dependent on experience
Benefits:	25 days annual leave + bank holidays, 5% Employer pension contribution
Contract	Permanent

### **Main Job Role:**

nurtureuk are looking for an experienced leader to drive the design and management of a portfolio of major programmes our charity is involved in that supports the social, emotional, mental health and wellbeing of children and young people by removing barriers to learning by promoting nurture in education.

We believe in a whole-school approach to promote access to education for all. With increasing numbers of children and young people affected by social, emotional and behavioural difficulties inhibiting their progress and limiting their life chances, nurtureuk has developed a range of interventions and support to give vulnerable children and young people the opportunity to be the best they can be.

There is a great deal of untapped potential here for a proactive leader to deliver large-scale programmes and develop new programmes, and the case for support has never been stronger. We have a high-profile patron, highly active trustees, dedicated staff and a CEO who is passionate about education and the development of young people. This new, senior role brings together contract management, programme delivery and income generation, and is a super opportunity for someone to build on a strong existing portfolio with an excellent team.

### **About the role**

In particular, the post-holder will be responsible for leading the contract management and delivery of major programmes that includes:

- Bid writing, presentation and business development
- Contract management and financial/risk management
- Programme design and delivery
- Stakeholder/account management
- Data, research, analysis and reporting

- Leadership, people management and teamwork

### **Main Duties:**

Reporting to the CEO, the Head of Programmes is a newly-created position that will provide the leadership needed to build a specialised unit, building on our organisational approach to bid development, contract management and programme delivery.

The elements listed below are not intended to be an exhaustive detail of all duties and responsibilities of the role and the post-holder will be expected to carry out any other reasonable duties that are consistent with the skills, abilities and position of the role.

### **Bid writing, presentation and business development**

- Setting and overseeing business development priorities, in line with the charity's strategy
- Supporting the Business Development Manager, securing contracts and grants that fund our programmes and other mission-critical activities
- Creating exceptional submissions and securing funding from national and regional tenders, including 'case for support' development
- Overseeing the transition from bidding to mobilising contracts, securing knowledge and buy-in during the bid process and building robust delivery plans
- Researching funding opportunities, as well as creating tools and resources to support tenders and grants
- Presenting and pitching to external stakeholders alongside the Business Development Manager

### **Contract management and financial/risk management**

- Providing senior leadership on all aspects of programmes, ensuring there is a robust quality assurance process; managing all elements of contracts, including designing funding criteria in line with organisational objectives, and mobilisation
- Developing robust tools and processes to build budgets, manage risks and plan implementation to ensure successful delivery of contracts
- Monitoring expenditure on all programmes; assessing grant reports from partners; leading on design, development, implementation and sharing of monitoring and evaluation
- Ensuring any procurement, tendering and managing of contracts is compliant with the charity's policy standards and procedures (safeguarding, data protection/GDPR, health and safety, etc.)
- Leading and managing high-quality programmes, bringing together a variety of skills from both within and outside the organisation to plan, monitor and deliver projects on time and to budget
- Leading on negotiating with partners and in developing detailed proposals, costings and budgets in line with the charity's objectives
- Overseeing programme budget management including monthly reconciliations, in line with internal and external reporting requirements
- Owning and managing risks and issues, including escalating significant occurrences to the CEO and Board of Trustees

- Providing senior and specialist advice and support to the CEO and Board of Trustees, ensure effective governance and processes protect programmes and the charity from risks.

### **Programme design and delivery**

- Leading and supporting mobilisation for and delivery of major contracts and projects
- Delivering good value for money from all operations; acting with initiative and identifying opportunities that will deliver aims of programmes cost-effectively and in line with agreed KPIs.
- Planning and overseeing capacity building initiatives to strengthen the impact and effectiveness of our work
- Providing expertise and technical oversight to the design, delivery and development of programmes delivered by nurtureuk

### **Stakeholder/account management**

- Representing nurtureuk effectively at external meetings and networking events
- Creating tools and plans to ensure effective working relationships with external stakeholders for programmes
- Overseeing the management of stakeholder and community engagement, and liaising and engaging with external organisations, partners, the public, community groups, as and when required

### **Data, research, analysis and reporting**

- Overseeing the performance of contracts, working closely with the relevant programme managers to ensure there is high-quality delivery and achievement of outcomes
- With the charity's SLT, developing and implementing a user-led evaluation plan and setting up processes that encourage continuous learning across nurtureuk
- Producing high-quality written reports, and documentation suitable for a range of audiences (internal and external)
- Working closely with the Research and Ethics Committee to develop thought-leadership and robust research projects from our programmes that promote the benefits of nurture in education

### **Leadership, people management and teamwork**

- Leading, managing, coaching and developing a team to ensure that they are a highly effective and coherent unit who exemplify nurtureuk's six principles and values
- Working closely with departmental leads and teams to ensure high-quality management and delivery of major contracts and programmes
- Working as part of the charity's SLT to develop the charity's operational plan, and develop and be accountable for objectives and key results
- Being an active member of the team, ensuring nurtureuk delivers and maintains an excellent relationship with stakeholders in line with its strategy
- Ensuring that the needs of children and young people lead and shape strategic and operational decisions

In addition, the postholder will:

- Attend Board of Trustees meetings and contribute to the wider development of nurtureuk in line with its strategic vision
- Promote and role-model nurtureuk values and ensure timely and impactful collaboration across all teams
- Be the project sponsor and/or lead for relevant projects across the organisation

### **Person Specification – Head of Programmes**

This is an exciting and new role, at the heart of an agile organisation with a strong record and reputation, with the potential for real and profound change for children and young people.

The role requires an individual who has direct experience of working across a broad range of the specialist areas of responsibility identified above.

Where an individual lacks specific personal experience of working in a particular area they would be expected to demonstrate evidence to support their potential to do so and an understanding of the factors that will drive success.

The post holder must be able to lead in a rapidly changing internal and external environment to ensure nurtureuk can maximise the opportunities and manage the challenges it faces.

### **Education, experience and knowledge:**

Significant experience working in a leadership position in all or most of the areas of:

- Proven ability to write submissions and secure funding from national and regional tenders (£300k+), including the ability to develop a 'case for support'
- Overseeing the transition from bidding to mobilising contracts, securing knowledge and buy-in during the bid process, and building robust delivery plans
- A track record of managing all elements of contracts, including designing funding criteria in line with organisational objectives, through to mobilisation
- A track record of developing robust tools and processes to build budgets, manage risks and plan implementation to ensure successful delivery of contracts
- Developing and managing relationships, particularly in dispersed and multi-functional teams, and with external stakeholders
- Managing procurement, tendering, and managing contracts in line with external requirements, and agreed policy standards and procedures (safeguarding, data protection/GDPR, health and safety, etc.)
- Proven ability to pitch and present to external stakeholders
- Leading on negotiating with partners and in developing detailed proposals, costings and budgets in line with the charity's objectives
- Budget management including monthly reconciliations, in line with internal and external reporting requirements
- Proven ability for producing high-quality written reports, documentation and promotional information suitable for a range of audiences
- Proven ability to lead, set direction, coach, empower and inspire teams to deliver while driving through continuous improvement

- Experience of successfully working as a member of a senior team
- Experience of successfully working with trustees/senior partners and at Board level
- Experience of the education sector

### Skills and abilities:

- Excellent communicator with the ability to simplify complex problems and develop workable solutions
- Proactive and innovative thinker with ability to develop ideas, set direction and then deliver
- Networking and relationship-building experience across the education sector
- Effective public speaker and spokesperson
- Excellent bid and proposal writer
- Proactive project manager
- Excellent planning and management of budget and risks
- Business focused, with a charitable perspective
- Practical with a positive 'can do' 'hands-on' attitude
- Able to foster trust by delegating, empowering and coaching/mentoring as needed
- Forward-thinking and passionate about delivering change
- Stakeholder management internally and externally
- Ability to manage tight deadlines and changing priorities, engendering confidence in own expertise whilst showing willingness to reflect on and learn from the expertise of colleagues across the organisation
- Role model of the values and behaviours required by nurtureuk

### Person Specification

Person Specification		
	Essential	Desirable
<b>Professional/Education Qualifications</b>	Is a professional with proven experience in the specialised area of work outlined above	Degree-level qualification  Additional relevant project and financial management qualifications

<b>Experience</b>	<p>In-depth experience in contracts/programme management, project management, bid and proposal writing, costings and budget management, and charity policies</p> <p>Demonstrable experience of leading programmes within a not-for-profit environment, preferably with some experience of local authorities and trusts &amp; foundations</p> <p>Developing robust tools and processes to build budgets, manage risks and plan implementation to ensure successful delivery of contracts</p> <p>Experience of leading and developing other staff or volunteers, whether in a formal line-management capacity or otherwise</p>	
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<p><b>Knowledge and skills</b></p>	<p>High level of strategic planning, organisational, time-management and prioritisation skills</p> <p>A good knowledge of the education/charity sector</p> <p>A high degree of flexibility, with the ability to work at both a strategic and hands-on level as the organisation requires</p> <p>Experience of developing long-term collaborative links between different groups at national and regional level and leading and influencing networks.</p> <p>Excellent written communication skills, with the ability to adapt tone to suit different audiences and a strong attention to detail</p> <p>Excellent interpersonal and networking skills, able to build positive relationships with internal and external stakeholders and leverage connections</p> <p>Adept at writing and producing evaluation reports on activity and financial performance</p> <p>A good awareness of safeguarding procedures and data protection</p>	<p>Awareness and understanding of how current and relevant policies impact on education</p> <p>Understanding of working with a board and charity governance</p> <p>An appreciation and understanding of the impact of mental health, emotional and wellbeing upon children and young people learning</p> <p>Good understanding of and passionate about nurture</p>
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<b>Personal attributes</b>	Approachable, open manner Collaborative team player Excellent interpersonal skills (written and verbal) Flexible Self-motivated Creative thinker Empathetic Proactive approach to ongoing professional development A commitment to the six principles of nurture. A passionate belief in the impact of nurture in improving the lives of children and young people	
<b>other</b>	Up-to-date DBS Commitment to safeguarding	

### How to apply:

Applicants are asked to provide a current CV and 2-page covering letter outlining evidence against the essential criteria in the job description, clearly identifying the skills and experiences applicable to the role. Please submit your application to Executive Assistant to CEO, Annette Adkins; [Annette@nurtureuk.org](mailto:Annette@nurtureuk.org)

### About nurtureuk

#### Our vision

A world where:

1. Child development isn't limited by lack of nurture in education
2. Adults working with and caring for Children and Young People are supported and equipped with evidence-based tools to help them flourish and learn

#### Our mission

nurtureuk is dedicated to improving life chances of every child and young person by promoting nurture across the whole education system and beyond:

- Proud of being a charity and driven by social purpose
- Children and young people's development is at the heart of everything we do
- We want to amplify the benefits of nurture for every Child and Young Person within and beyond the classroom
- We are evidence-based and practice-led: 6 principles of nurture

## The Six Principles Of Nurture



### What is nurture?

The concept of nurture highlights the importance of social environments – who you're with, and not who you're born to – and its significant influence on social emotional skills, wellbeing and behaviour. Children and young people who have a good start in life are shown to have significant advantages over those who have experienced missing or distorted early attachments. They tend to do better at school, attend regularly, form more meaningful friendships and are significantly less likely to offend or experience physical or mental health problems. The nurturing approach offers a range of opportunities for children and young people to engage with missing early nurturing experiences, giving them the social and emotional skills to do well at school and with peers, develop their resilience and their capacity to deal more confidently with the trials and tribulations of life, for life.

### History

Nurture groups were the brainchild of educational psychologist Marjorie Boxall in 1969. Large numbers of young children were entering primary school in Inner London with severe emotional, behavioural and social difficulties, which led to unmanageable rates of referral for placement in special schools or for child guidance treatment. Boxall understood that the difficulties presented by most of these children were a result of impoverished early nurturing, meaning they were not able to make trusting relationships with adults or to respond appropriately to other children. They were not ready to meet the social and intellectual demands of school life, which further damaged their already fragile self-confidence and self-esteem.

**For more information please visit:**

<https://www.nurtureuk.org/what-we-do/introducing-nurtureuk>