

Job description

Job Title:	Programme Manager
Contract:	Fixed Term contract until January 2026
Reporting To:	Head of Income and Partnerships
Department:	Income and Partnerships
Location:	Remote (UK based, homeworking)
Hours:	37.5 hours per week
Salary:	£37,800- £43,449 per annum (depending on experience)
Benefits:	25 days annual leave allowance + bank holidays, birthday day off and (pro rata for length of contract, and if part time) 5% Employer pension contribution, Medical scheme, Flexible working supported.

Main job role

Nurtureuk are looking for an experienced Programme Manager to lead the established Inclusive and Nurturing Schools (INS) programme to implement nurturing education across seven boroughs in London, commissioned by the London Violence Reduction Unit.

Nurtureuk is working in partnership with Tender, a charity specialising in the prevention of gender-based violence and the promotion of healthy relationships between children and young people. They will deliver the Healthy Relationships strand whilst nurtureuk delivers the Inclusion strand for the Inclusive and Nurturing Schools Programme.

Nurtureuk is a charity that has been working with schools for many years, to improve the social, emotional, mental health and wellbeing (SEMH) 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. With the continued school attendance crisis, rise in exclusions and misunderstood behaviour support, the need for our work has never been greater, and the potential is clear.

We have a dedicated team, trustees, and a CEO who is passionate about education and the development of young people.

About the role

In particular, the post-holder will be responsible for leading the established (2022) programme to keep children supported, and thriving in school, tackle exclusions, and ensure children and young people have healthy relationship behaviours and attitudes. The Programme Manager will be leading on programme management (including budget management and reporting), will work closely with the programme manager for the healthy relationship strand to ensure high quality and coordinated delivery, maintain strong relationships with funders and contract managers, coordinate engagement with schools and participating boroughs, coordinate a delivery team, and will assess the impact of the INS programme.

Main duties

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.

Programme management and budget management

- Maintain and agree effective programme plans and delivery schedules for managed programmes
- Maintain effective quality and risk management frameworks
- Maintain effective systems for tracking programme deliverables, activity and expenditure, and for calculating programme income
- Maintain strong relationships with funders, contract managers and a broad range of other senior stakeholders
- Lead nurtureuk's reporting to contract managers and commissioners of managed programmes
- Review progress against managed programme plans and delivery schedules, and take appropriate action to prevent programme delays, overspends and overruns
- Identify emerging risks and opportunities related to programmes and take appropriate action
- Have overall budget responsibility for managed programmes and contribute to wider financial planning
- Host regular online networking events for participating schools and boroughs and develop relevant content to support schools towards embedding the nurturing principles and a whole school nurturing approach
- Represent nurtureuk and the INSP at London VRU, borough wide and school level events to celebrate and share the work of the programme and the mission of nurtureuk

Coordinating engagement and delivery

- Maintain strong operating processes and clear ways of working
- Commission and co-ordinate a programme of engagement to engage partners and schools effectively on managed programmes
- Commission and co-ordinate development of new elements of managed programmes, working closely with nurtureuk colleagues and commissioned partners
- Manage delivery of all elements of managed programmes, ensuring accurate records are kept on all elements planned, booked and delivered
- Liaise closely with the delivery team involved in the delivery or administration of managed programmes

Leadership, people management and teamwork

- Line management of 1FTE Programme Coordinator and freelance consultants
- Lead, coordinate and develop a team to deliver and administer managed programmes with outstanding quality and customer focus
- Ensure the team are working safely, effectively, and in line with the quality framework for managed programmes, and with nurtureuk's six principles and values
- Manage team resource effectively, and work with colleagues to ensure that resources are managed effectively across the whole organisation
- Work effectively with colleagues to meet nurtureuk's strategic priorities

Assessing programme impact

- Oversee the programme evaluation and management of key performance indicators to demonstrate the progress and successful outcomes of the programme
- Manage internal impact assessment for managed programmes
- Manage external evaluations of managed programmes

In addition, the postholder will:

- Assist in the delivery of other programmes
- 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 (Programme Manager)

This is an exciting and challenging 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 management position in all or most of the areas of:

- Experience of managing large-scale projects or programmes
- Experience of working with schools or within the education sector
- Experience of line management, managing contractors and multiple stakeholders

Skills and abilities:

- Organised and reliable project manager, with the ability to structure a programme, plan delivery, and coordinate a team for high-quality service delivery
- 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
- Experience of, and confidence in, public speaking to a variety of virtual and live audiences
- 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
- Proficient information technology and communications skills to plan, organise and coordinate work
- Ability to manage tight deadlines and changing priorities, engendering confidence

in own expertise while 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
Professional/Education Qualifications	Is a professional with proven experience in the specialised area of work outlined above	Degree level qualification Additional relevant qualifications.
Experience	<p>In-depth experience of project or programme management involving delivery of services to customers or external stakeholders</p> <p>Demonstrable experience of coordinating and leading effective teams to deliver services</p> <p>Experience of line managing other staff or volunteers</p> <p>Experience and confidence in presenting to a broad audience-virtual or live.</p> <p>Experience of managing budgets and of reporting internally and to funders and stakeholders</p> <p>Experience of managing excellent relationships with customers, funders and stakeholders</p>	<p>Experience of working with schools or in the wider education sector</p> <p>Experience of managing sub-contractors and supervising freelancers</p> <p>Experience of programme development and commissioning authors and consultants</p>

<p>Knowledge and skills</p>	<p>A good knowledge of the education/charity sector</p> <p>High level of planning, organisational, time-management and prioritisation skills</p> <p>Ability to design and maintain systems to plan and organise work on a large scale, track progress and maintain accurate records</p> <p>Ability to manage and report on budgets</p> <p>Ability to use spreadsheets, project management tools, CRM and other tools to plan and forecast activity, and keep accurate records</p> <p>A high degree of flexibility, with the ability to work at both a management and hands-on level as the organisation requires</p> <p>Excellent interpersonal and networking skills, able to build positive relationships with a broad range of internal and external stakeholders</p> <p>An understanding of the educational context of the participating London Boroughs</p> <p>An understanding of the landscape of youth violence across London and how it impacts schools and communities</p>	<p>A good awareness of safeguarding procedures and data protection</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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<p>Personal attributes</p>	<p>Approachable, open manner</p> <p>Collaborative team player</p> <p>Excellent interpersonal skills (written and verbal)</p> <p>Flexible</p> <p>Self Motivated</p> <p>Creative thinker</p> <p>Empathetic</p> <p>Proactive approach to ongoing professional development</p> <p>A commitment to the six principles of nurture.</p> <p>A passionate belief in the impact of nurture in improving the lives of children and young people</p> <p>A commitment to keep up to date with relevant research and current affairs both within the parameters of the INS programme and across the wider national landscape</p>	
<p>other</p>	<p>Up to date DBS</p> <p>Data protection awareness</p> <p>Safeguarding awareness</p> <p>Willing to travel for events/training and annual staff away day if/when applicable</p>	

Nurtureuk is committed to being an equal opportunities employer. We welcome applications from people from all backgrounds and with all different kinds of life experiences. We operate with an inclusive culture which is representative of the Six Principles of Nurture that we adhere to and promote through our work. We particularly welcome applications from male identifying candidates and candidates from a Black, Asian or other minority ethnic background as they are currently under-represented within the nurtureuk team. If you have the right skills for this role, we want to hear from you.

How to apply:

Applicants are asked to send in a supporting statement (max 2pp) outlining evidence against the essential criteria in the job description, clearly identifying the skills and experiences applicable to the role. Please do ensure your supporting statement includes answers to the following three questions:

- What experience do you have of organising, hosting and public speaking at conferences/events to promote your organisation?
- What experience and skills do you have in managing high-profile partners/stakeholders?
- What is your experience of collating research, data and impact and creating reports?

Closing date: 12pm Monday 13th May 2024

Interviews: There will be two stages of interview for this role.

1st Interview: Week beginning 20th May 2024

2nd Interview (shortlisted candidates): Week beginning 3rd June 2024

Employee Benefits:

Nurtureuk is a fully remote employer, and we operate with a strong culture and commitment of trust in the team. nurtureuk supplies the resources necessary to create a comfortable working environment from home. We allow for flexible working to be self-managed by the team, so they may work around their other personal commitments. We maintain a hybrid working space in central London (Tottenham Court Road) offering teams the optional opportunity to come together on an ad hoc basis.

All employees receive 25 days annual leave plus an additional day for each year of service, up to a limit of 30 days. This is in addition to all bank holidays and Christmas office closure. Nurtureuk pays 5% employer contributions to pensions and also offers a medicash employee benefits package. This includes cover for a virtual GP, routine dental and optical care, specialist consultations/diagnostics, complementary and alternative therapies, prescriptions, flu jabs and discounted gym membership. There is also access to a 24/7 Employee Support Service providing mental health and wellbeing support.

About nurtureuk

Who we are: Nurtureuk is working tirelessly 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. Whether it is delivering certified training, supporting whole-school or authority-wide nurturing schools approach or promoting evidence-based research, nurtureuk is providing quality support and resources to make nurturing provision a reality for pupils across the UK and beyond.

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:

- We are 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 in line with the Six 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>