



# 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:	Maternity cover with possible extension
SALARY:	£36- 41, 000 dependant on experience
PENSION:	Up to 3% 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.

Action4Youth currently operates a number of programmes. The Programmes Manager will lead on the following; The National Citizen Service (NCS), The Breakout Programme and the Grow Your Ambition Programme. 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 and Grow Your Ambition Programme Leader, as well as Breakout delivery staff.

Programme Specific duties and responsibilities:

## 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 oversee the delivery of the NCS programme, as per the contractual requirements; this will include programme development and planning, staff recruitment, liaising with key partners and on-the-ground wave management. You will be required to do residential work as part of this role and will accrue TOIL (time off in lieu) for additional hours.

## The Breakout Programme

Breakout is an Action4Youth initiative to tackle knife and gang related crime. The twelve-week programme focuses on key skills such as self-confidence, leadership and positive decision-making through a targeted programme of outdoor adventurous activities and bespoke classroom sessions. Students will learn about the impact of knife and gang related crime and how to make positive decisions about their future.

The Programmes Manager will be responsible for the successful delivery of these programmes; including set up, timetabling, staffing and reporting.

## Grow Your Ambition Programme

This programme is part of a consortium bid via the NCS Community Grant scheme and will run from September 2023 until the end of March 2025. The Programmes Manager will manage the Grow Your Ambition Programme Leader, who will work independently to deliver the programme for young people aged 16/17 years across Buckinghamshire and Milton Keynes. The programme will be delivered in partnership with local schools, during term time, and includes three experiences; Grow Your Life Skills, Grow Your Employability and Grow Your Community. The Programmes Manager will be responsible for overseeing the successful delivery of these programmes and ensuring the programme is running effectively, within the requirements of the grant awarded.

## Key Tasks and Deliverables

- Work closely with the Programmes Director 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
- Wave lead NCS residentials; maximum three per year
- 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 actual figures 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.
- Through delivery of this role you will accrue TOIL during residential; this is to be taken during quieter business times, in agreement with your line manager.

## DUTIES AND RESPONSIBILITIES

### Secondary Function

#### Action4Youth

- 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 from a wide range of backgrounds and actively involve them in the decision making process.</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>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 understand and deliver effective communications to diverse audiences.</p>	



	<p>Ability to share information 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](mailto:office@action4youth.org)

If you would like an informal chat regarding the role, please email Rebecca Fillingham [Rebecca.fillingham@action4youth.org](mailto:Rebecca.fillingham@action4youth.org) or call 0300 003 2334

Closing Date for Applications: Monday 21<sup>st</sup> August

Interview Dates: To Be Confirmed

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