

Contract Type:	Fixed Term - 12 months
Hours:	37.5
Location:	Any Teach First Local Area office
DBS:	None
Level:	3
Salary:	Up to £45,544 (roles based in London will also receive £3,000 London Weighting Allowance)

Programme Manager (CELP/School Leadership Programmes)- School Leadership

Purpose of the team:

The Programme Development function leads on the development of all Teach First programmes. This includes researching, building and implementing new programmes, ensuring the continuous improvement of existing programmes and training delivery colleagues to ensure the maximum impact on recipients and schools.

Purpose of the role:

The Programme Manager will play a critical role in driving forward the school leadership activity as a technical expert ensuring that each programme for which they are responsible is delivered on time, in full and to high quality. They will be responsible for the development, implementation and delivery of new programmes including its reporting, quality assurance and continuous development

At this level you will:

- **Impact:** Project manage the school leadership programmes to ensure its successful implementation and delivery
- **Communication:** Be the main point of contact for the /school leadership programme activities and project work across Teach First
- **Innovation:** Creation, implementation and monitoring of new programmes
- **Knowledge:** Being a subject-matter expert to internal and external stakeholders

Your responsibilities will include:

- Leading the project management of programmes within School Leadership dept to ensure the successful delivery and implementation of programmes
- Ensuring new school leadership programmes are designed and delivered to brief within deadlines, budget constraints and contractual KPIs
- Overseeing the creation, completion and monitoring of the product brief, including any associated consultation and challenge, escalating as appropriate
- Exploiting the interdependencies and economies of scale across programmes
- Monitoring and mitigating for risk, escalating to the department head where appropriate
- Effectively managing or supporting the management of other programmes across the directorate as required

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Project Management:**
 - Leads in developing and implementing complex project plans that have implications across departments or the organisation
- **Process Management:**
 - Proven experience managing all stages of a process to ensure delivery of results within set timeframes and budgets, including: resource allocation and management; issue identification and resolution; quality assurance and evaluation
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- **Improving & Innovating:**
 - Able to analyse issues and escalate as appropriate to improve, change or adapt outputs to contribute to a more efficient programme

Desirable skills and experience:

- **Knowing the Market:**
 - Remains informed about market activities and potential changes relevant to programme development
- **Relationship Management:**
 - Nurtures a network of external stakeholder relationships as appropriate to benefit the team and organisation.

All our employees are expected to model our values and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual

How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews will take place on 30th January 2019.