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| Contract Type: | Fixed Term until 9 th August 2019 |
| Hours: | Full Time |
| Location: | Any Teach First Local Area Office |
| DBS: | None |
| Level: | 3 |
| Salary: | £37,544 (pro rata) plus roles based in London will receive £3000 (pro rata) London Weighting Allowance |

Programme Manager

Purpose of the Directorate:

The Programme Development directorate leads on the development and continuous improvement of all Teach First programmes and associated services. This includes researching, building and implementing new programmes, ensuring improvement of existing programmes and training delivery colleagues to ensure the maximum impact on recipients and schools. It also involves input into the development of bids for new programmes and the retiring of programmes that are no longer fit for purpose.

Purpose of the role:

The Programme Manager for Summer Institute is responsible for:

- The central planning and project management of Summer Institute (weeks 1-5) - this includes overseeing and project managing the team who will deliver Summer Institute; making in-year operational decisions; cohering and implementing the release of SI information; monitoring risks and problem solving.
- Collaborating with teams from across the organisation in order to plan and deliver a high quality Summer Institute. This includes other colleagues in the Teacher Development Department, Delivery Operations, Events and local area role groups (Programme Delivery Leads, Participant Development Leads/Managers, School Relationships, and Local Area Directors).
- Supporting local area teams with week's 1-4 planning - this includes leading the SPO role group through the planning cycle and delivery of local SI.
- The planning involved to prepare for week 5 (national conference) and the support to the Events team in Delivery Operations - this includes: leading the contractual and strategic relationship with the Leeds Universities.

At this level you will:

- **Impact:** This role will be responsible for developing the SI planning framework and managing cross org teams in delivering against this. They will also be responsible for creating the overall project plan for Summer Institute in order to deliver a high quality participant and employee experience which delivers against the SI objectives.
- **Communication:** This role will be responsible for managing the cross org team that will deliver Summer Institute and in doing so will influence the group in making key operational decisions. The role will be responsible for communicating and influencing key teams in relation to the planning and delivery of SI.
- **Innovation:** This role will be responsible for identifying opportunities to enhance the quality of the planning and delivery of Summer Institute. They should implement changes that lead to significant improvements of SI and have a long term impact.
- **Knowledge:** This role will require in-depth knowledge of the Leadership Development Programme and Summer Institute, and should be skilled in the complex elements that come together to ensure its success.

Your responsibilities will include:

Central planning of Summer Institute

- Setting targets and national priorities as a result of the SI evaluation process, and ensuring these are incorporated into all elements of SI planning
- Setting up and chairing the SI working group. Preparing monthly reports for the relevant internal governance groups.
- Project management of the design, delivery and embedding of the SI Framework and subsequent SI publications through the TF release cycles.
- Foreseeing and managing national risks throughout the year, working with central teams to provide appropriate solutions.
- Ensuring the team have developed a training requirement and working with Delivery Operations to develop SI training design and delivery for all staff
- Overseeing the mid-year Quality Assurance process with local area teams

Supporting local area teams with week's 1-4

- Chairing the SPO SI planning meetings throughout the year
- Foreseeing and managing local risks throughout the year, working with local teams to provide appropriate solutions
- Supporting local area teams with the day to day planning of SI and providing guidance in areas including SI logistics, university relationships, communications, timetabling and staffing

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:

Capability:

Project Management: Expert

- Leads in developing and implementing a complex project plan that has implications across departments and the organisation.
- Delivers events on time, within budget, that meet (and hopefully exceed) expectations.
- Sets, communicates and maintains timelines and priorities in relation to each element of the project.
- Has the ability to manage multiple tasks simultaneously.

Communicating and influencing: Proficient

- Conveys complex issues surrounding SI with clarity, brevity and confidence.
- Promotes dialogue with key teams and stakeholders through active listening and effective questioning.

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- Adapts communication style to maximise support and engagement.
- Provides leadership, motivation, direction and support to the team

Problem Solving and decision making: Proficient

- Uses data and evidence from previous Summer Institute events to drive decision making at set national priorities.

- Makes informed decisions based on full evaluation of the opportunities and risks of each idea and solution.
- Knows when to collaborate and when to make decisions independently.
- Takes decisions where needed and is prepared to account for them.

Desirable skills and experience:

Event Management

- An understanding of running large scale events and conferences or first-hand experience of these
- A strategic thinker who considers the relationships between multiple teams, stakeholders, audiences.
- Skilled in managing operational and administrative functions to ensure specific projects are delivered efficiently.
- Coordinates the organisation's end-to-end delivery of SI.

Relationship management

- Is the 'go to' person for Summer Institute related projects
- Owns and develops relationships with key people and teams.
- Negotiates with stakeholders such as the Leeds Universities on important issues
- Demonstrates influencing and persuasion skills in relation to complex and/or contentious themes.

Managing Change

- Effectively communicates and manages change in relation to Summer Institute

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 are likely to take place on 30th January 2019.

