

Developing the Leaders of Tomorrow

**Birmingham Programme Manager
Find Your Power / Find Your Voice**

Job Pack



UpRising



What we do

UpRising is a UK-wide youth leadership charity, opening pathways to power for talented young people from diverse and underrepresented backgrounds. We equip them with the knowledge, networks, skills, and confidence to fulfil their leadership potential and transform the world around them through action.

Why?

The people who represent our interests and lead our institutions do not reflect the population of Britain today. The majority of those with power often come from a narrow range of backgrounds. We unearth and inspire young talent across the UK, so that our communities have leaders who truly understand and serve their needs.

How?

We offer a range of leadership, youth engagement and employability programmes for 16-25 year olds. Our flagship programme is a nine-month leadership programme providing 'access behind the scenes' with some of the UK's most senior leaders across the political, private, public and not for profit sectors.

Background

UpRising was developed and launched by the Young Foundation in 2008 in East London. We became an independent charity in 2013 and now operate across the UK in London, Bedford, Luton, Birmingham, Cardiff and Manchester; with an engaged alumni network of over 2,000 talented young leaders.

Our Mission, Vision and Values

Our Mission is to... Open up the pathways to leadership for talented young adults from diverse and underrepresented backgrounds and to equip them with the knowledge, networks, skills and confidence to fulfil their leadership potential, find new opportunities and transform the world around them through social action.

Our Vision is for... Public leaders to better reflect and represent the communities they serve; with the motivation and character to bring about a substantial shift in power, enabling more people to take charge of their future and positively change their communities.

Our Values are...

1. Diversity:

- Cross-party: Our mission is best served with support from each of the main political parties, who share our passion for representative leadership.
- Cross-sector: We support young people to make change happen, which involves the contribution of politics, private, public, and not for profit sectors.
- Representative power: We believe that society will benefit from more diverse and representative leadership.



2. Collaborative networks:

- Pathways to power: We help young people learn from those in positions of power, and encourage the generous sharing of networks and knowledge.
- Networks: Our mission is often best delivered in partnership with other organisations. We will work hard to develop and nurture productive networks.

3. High performing:

- Initiative: We are entrepreneurial in responding to opportunities. We encourage young people to take action to improve the world around them.
- Performance: We keep our promises, and deliver on our obligations. We track and prove our impact.

Our Programmes

Our flagship programme is the **UpRising Leadership Programme**. It is a nine-month programme, involving 'access behind the scenes' sessions with some of the UK's most senior leaders. The programme offers participants a unique first-hand insight into the way that political, business, public sector and community organisations work together to shape our communities. Each participant is individually matched with a coach and a mentor who supports them on a one to one basis throughout their time on the programme.

We deliver a range of other programmes including: the Fastlaners Employability Programme; the Environmental Leadership Programme; and the Find Your Power Programme. In addition to this portfolio of programmes, we are responsive to work in partnership with other organisations to design customised programmes that deliver both our mission and their organisational priorities



Our Impact

68%

of alumni have gone on to secure new jobs since completing the programme

94%

of alumni are confident they have the skills to manage a project from start to finish

96%

report 'high aspirations' for themselves, and believe they can achieve a great deal

88%

are confident that they understand their local communities, and its needs

10%

of alumni are Trustees or board members for a non-profit organisation

17%

have started their own social enterprise since completion

Programme Manager, Birmingham (full-time)

Job Description

Main Purpose and Scope of the Job

The Birmingham Find Your Voice / Find Your Power (Surviving to Thriving) Programme Manager will work across two programmes:

- [Find Your Power \(Surviving to Thriving\)](#) - for 16-25 year old unaccompanied refugees and asylum seekers.
- [Find Your Voice](#) - for hard to reach 16-18 year old young people from Birmingham; this programme takes place during the school holidays.

Someone who has experience working with diverse and hard-to-reach groups of young people, including refugee and asylum seekers; those with English as an additional language; and/or young people from lower socio-economic backgrounds, will particularly suit the role.

The successful candidate must be able to work during the school holidays.

Reports to: You will be reporting to the (regional) Senior Programme Manager.

Programme Planning and Development

- Plan and develop local programmes against the regional delivery plan.
- Complete all risk assessments prior to delivery of all programmes, including assessments on Safeguarding, Health & Safety, Data Protection and Quality.

Programme Delivery

- Implement a successful recruitment strategy to ensure the recruitment of a diverse and high calibre participant group in line with our mission, managing the local Programme Coordinator(s) to achieve a successful result.
- Successfully recruit participants from diverse and under-represented backgrounds in line with UpRising's mission.
- Deliver programmes within the region that are:
 - Planned according to the Programme Briefs set.
 - Delivered in line with the Curriculum and Quality Standards stipulated.
 - Reported and evaluated against the evaluation framework.
- Ensure programmes are effectively managed through Salesforce in line with the programme management processes.
- Oversee the administration of the programme, supporting the Programme Coordinator to secure venues, speakers and catering.
- Support the Programme Coordinator and casual staff in supervising UpRisers during the programme.

- Manage UpRising Social Action Campaign groups to achieve successful outcomes and ensure successful Social Action Campaigns are uploaded on the Campaign Platform.
- Work creatively with young people to help them create Social Action Campaign films.
- Deliver additional, local activity as set out in the regional or national strategy.

Alumni Management

- Maintain the on-going engagement of local alumni through the development of an alumni series and events.
- Manage and coordinate further opportunities for local alumni.

Stakeholder Management

- Be the first point of contact for local delivery stakeholders, including mentors, coaches, delivery partners and organisations.
- Support the Senior Programme Manager to maintain relationships with other external stakeholders and organisations in the region.

Local Fundraising

- Support the Senior Programme Manager with identifying regional fundraising opportunities to achieve the sustainability of UpRising in the location.
- Contribute to funding applications in support of regional and national fundraising.
- Contribute to any fundraising and promotional activities in the region, as required.

Staff Management and Internal Communications

- Manage local Programme Coordinators to successfully achieve both the project outcomes and their own personal objectives.
- Follow an effective management framework that includes:
 - Conducting monthly one-to-ones with Programme Coordinators.
 - Fulfilling the probationary and annual performance reviews.
 - Setting and monitoring project and personal objectives.
- Manage casual workers as needed.
- Ensure all internal communication requirements are met relevant to your role, providing regular reports and identifying any issues/incidents.

Budget Management

- Support the Senior Programme Manager to plan and phase the regional programme budgets.
- Manage local invoices and expenses overseeing the regional programme budgets.
- Be responsible for any day-to-day expenses and collecting receipts.

Monitoring and Evaluation

- Be responsible for collecting the necessary information and data from participants throughout the programme, including implementation of the pre/post surveys, ensuring they are completed and returned.
- Complete a programme evaluation and report for each programme delivered.

Systems and IT

- Work to the required communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Work using the relevant systems, including:
 - The Salesforce system – for HR, Finance, Contact Management and Programme Management.
 - Google Drive – saving all work and working from Google Drive within the designated file structure.

Local Communications (Press and PR) and Events

- Hold relationships with local press (including local blogs and websites) to gain local programme coverage.
- Lead on local social media activity in the region as directed by the Senior Programme Manager.
- Handle any initial media enquiries and keep a media contacts list up to date.
- Keep a record of any key media coverage of the programme in your region.
- Support the Senior Programme Manager in planning and organising key events across the programme.

General Responsibilities

- Be proactive in keeping up to date with developments and maintain and improve personal competence through continuous professional development.
- Take direction on projects and priorities from the Senior Programme Manager, which may vary from time to time.
- Work to administration and communication protocols efficiently to ensure that organisational systems and procedures are implemented.
- Abide by all organisational policies, codes of conduct and practice.
- Support diversity and equality of opportunity in the workplace.

Person Competencies

Position: Programme Manager

This sets out the eleven essential competencies we are seeking for this post. Please ensure your CV demonstrates how you meet the range of competencies. In your Covering Letter you should highlight how you demonstrate at least three or four of these competencies in more detail, particularly including competencies 1, 2 and 3. You may include voluntary, unpaid and paid work.

1. Strong project management skills, with the ability to work across multiple programmes to a quality standard.
2. Ability to deliver or facilitate programmes for young people, including experience of recruitment with challenging targets.
3. Ability to engage and build relationships with diverse young people from hard to reach groups and with additional support needs, such as refugees and asylum seekers; those with English as an additional language; and young people from lower socio-economic backgrounds.
4. Experience of planning and evaluating programmes to a high standard, with experience of managing risk.
5. Experience of organising and delivering local high-profile events.
6. Experience of managing, motivating and empowering staff or volunteers in a leadership role.
7. Financial management necessary to manage local budgets of up to £30,000.
8. Ability to represent UpRising professionally at a local level and communicate effectively with a diverse range of stakeholders.
9. High-quality writing skills for the production of both internal and external documents; and to different audiences.
10. IT skills at a level that support information management on Excel and the utilisation of the Salesforce management system.
11. Confident and self-motivated, with high standards of quality and the ability to stay focused in the face on changing priorities.

We also expect all applicants to be able to demonstrate a commitment to anti-discriminatory practice and equal opportunities, with an ability to apply awareness of diversity issues to all areas of work.

What we have to offer

The role offers... the opportunity to be part of a dynamic, values-driven organisation working to achieve lasting social change. A unique opportunity to work across the business, public and third sector to develop innovative ways of harnessing the potential of young people in Britain. An exciting opportunity to shape a newly independent charity and expand a proven programme with four years' track record.

Terms and Conditions:

The role is based in Birmingham. This is a full time role (37.5 hours a week), with flexibility to work some evenings and weekends. The successful candidate must be able to work during the school holidays.

This is a full-time time role (maternity cover) offered on an initial 6-month contract.

Remuneration and benefits: Salary starting at £25,700 per annum, 6.5% employer pension contribution, 25 days holiday per year plus an additional 3 days leave between Christmas and New Year.

How to Apply

Applications must be submitted via our website. You will be asked to for your contact information and should attach a personalised CV and Cover Letter. You should also complete the anonymous equality and diversity form included in the job posting on our website.

- CV should be tailored to demonstrate how you meet the competencies (maximum 2 pages)
- Cover Letter must address at least three or four competencies where you are particularly strong. Please note that you should highlight how you demonstrate at least competencies one, two and three in more detail.

You should explain why you are interested in the role and how your values match those of our own. Please include your notice period.

We encourage applicants from diverse & underrepresented backgrounds to apply. If you have any accessibility requirements that you wish to discuss in relation to this application, please contact Tawhida at Tawhida.Aktar@uprising.org.uk

Please contact Alex with any questions: alex.wrack@uprising.org.uk. The closing date for applications is Monday 4th June 2018. We may contact suitable applicants before this date so you are encouraged to apply early.

Interviews will take place in Birmingham w/c 11th June 2018. We regret that we are only able to offer feedback to shortlisted applicants.