

Developing the Leaders of Tomorrow



Programme Manager (Manchester)

Job Pack



UpRising



What we do

UpRising is a national youth leadership development organisation, providing routes to leadership and employment for 16-25 year olds who have talent but lack opportunity. Our mission is to break the cycle of unrepresentative power by developing community-minded leaders, so future decision makers represent our diverse communities.

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 Birmingham, Cardiff, London, Luton and Manchester; with an engaged alumni network of over 3,000 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 society.

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 also deliver 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%	94%	96%	88%	10%	17%
of alumni have gone on to secure new jobs since completing the programme	of alumni are confident they have the skills to manage a project from start to finish	report ‘high aspirations’ for themselves, and belief they can achieve a great deal	are confident that they understand their local communities, and its needs	of alumni are Trustees or board members for a non-profit organisation	have started their own social enterprise since completion

Manchester Programme Manger

Job Description

In Manchester, we are currently delivering the Environmental Leadership Programme and Fastlaners, with an ambition to recommence delivery of the Leadership Programme in October 2018.

The Programme Manager will work alongside the Senior Programme Manager to set up and deliver the Environmental Leadership Programme and the Fastlaners Employability Programme.

The Programme Manager should have demonstrable experience setting up programmes and events and engaging with stakeholders. They should have experience delivering workshops to young adults, ideally having worked with unemployed young people, and be able to offer one-to-one support as well as facilitating group sessions.

Job Description

Programme Planning and Development

- Plan and develop local programmes against the regional delivery plan, including organising logistics, venues and speakers.
- Develop a recruitment strategy to engage unemployed or under-represented young adults, with a particular focus on those who may not be engaged in university or youth groups.
- Organise an annual consultation event with local employers, with the support of the Senior Programme Manager.
- 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.
- 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.
- Deliver the programme workshops, including group facilitation and ongoing 1-2-1 participant support.
- Deliver additional, local activity as set out in the regional or national strategy.

Stakeholder Management

- Be the first point of contact for selected 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.

Alumni Management

- Support the on-going engagement of local alumni, with specific responsibility for continued monitoring of Fastlaners alumni.
- Where required, coordinate further opportunities for local alumni in partnership with the Senior Programme Manager.

Local Fundraising

- When required, support the Senior Programme Manager to identify 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 any required casual workers or volunteers to successfully achieve both the project outcomes and their own personal objectives.
- 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 delegated budget.
- Ensure programme invoices and expenses are in line with the delegated budget.
- Be responsible for any day-to-day expenses, collecting receipts and timely submission of expense claims.

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.
- Maintain ongoing relationships with participants to track progress and outcomes.
- 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)

- Supported by the Senior Programme Manager, develop relationships with local press (including local blogs and websites) to gain local programme coverage.
- Lead on social media/digital activity as directed by the Senior Programme Manager
- Keep a record of any key media coverage of the programme in your region/your programme.

Key Events

- Support the Senior Programme Manager in planning and organising key events across the programme/region, including the annual Fastlaners Consultation Event.

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 ten essential competencies we are seeking for this post.

1. Strong project management skills, with the ability to work across programmes to a quality standard.
2. Ability to deliver or facilitate programmes for young adults, including one-to-one support and group facilitation.
3. Experience recruiting and engaging young people to take part in a programme, ideally with a focus on employability.
4. Experience of planning and evaluating programmes to a high standard, including managing risk.
5. Experience organising and delivering local high-profile events.
6. Financial management necessary to manage a delegated budget of up to £30,000.
7. Ability to represent UpRising professionally at a local level and communicate effectively with a diverse range of stakeholders.
8. High-quality writing skills for the production of both internal and external documents; and to different audiences.
9. IT skills at a level that support information management on Excel and the utilisation of the Salesforce management system.
10. 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:

This is a full-time time role (5 days per week), offered on an initial six-month contract to 31 October 2018. We hope that this role will be extended for a further twelve months, subject to funding.

Manchester office: Centurion House, 129 Deansgate. M3 3WR.

Remuneration and benefits: Salary at £25,700 per annum.

Up to 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. You should explain why you are interested in the role and how your values match those of our own. Please include your notice period (maximum 2 pages)

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

For more information and to apply, go to <http://uprising.org.uk/about-us/our-people/work-us>

Please contact Louise with any questions: louise.belsom@uprising.org.uk

The closing date for applications is Tuesday 17th April at midnight. We may contact suitable applicants before this date so you are encouraged to apply early.

Interviews will take place in Manchester on Tuesday 24th April 2018.

We regret that we are only able to offer feedback to shortlisted applicants.

Our Trustee Board



Rushanara Ali - Chair

Rushanara Ali is the Labour Member of Parliament for Bethnal Green and Bow. In October 2013 Rushanara was appointed Shadow Minister for Education in the Labour reshuffle. Previously she was appointed as the Shadow Minister for International Development. Prior to her election in May 2010, Rushanara was Associate Director of the Young Foundation. Previously, she worked at the Communities Directorate at the Home Office (2002 – 2005) leading a work programme in response to the 2001 disturbances in the north of England. She has also worked on human rights at the Foreign and Commonwealth Office; as a Research Fellow at the Institute for Public Policy Research; as Parliamentary Assistant for Oona King, former MP for Bethnal Green & Bow; and as Research Assistant to Lord Young of Dartington.



Peter Kellner

Peter has been President of the pioneering online survey research company YouGov since April 2007, having served as Chairman from 2001 until 2007. He won the 2007 'Chairman of the Year' award from the Quoted Companies Alliance. During the past four decades he has written for a variety of newspapers and has also been a regular contributor on television and radio. He is also Chairman of the Royal Commonwealth Society.



Stephen Colegrave

Stephen is the co-owner of Giraffe, an independent advertising agency, and Boston Books. Previously Stephen was CEO of Saatchi and Saatchi Prague and went on to become Marketing Director of Europe, Middle East and Africa. He took a few years off to produce feature films including "Everybody Loves Sunshine" with David Bowie and Goldie. He published "Punk" a definitive history of the movement that sold over 500,000 copies worldwide and a series of books: Inside Music, to help people get into the music business.



Bobby Seagull

Bobby believes in 'the teacher effect': a teacher has a multiplier impact on the welfare of our society. Bobby is doing a PGCE at Cambridge University to train as a Maths teacher. He won a Sixth Form Scholarship for A-Levels at Eton College, studied Maths at Oxford University for a year and did a Maths & Economics degree at Royal Holloway. Bobby worked as a Trader in investment banking (Lehman Brothers and Nomura) and qualified as a Chartered Accountant (PwC). He is co-founder of OxFizz, an award-winning educational social enterprise.



Seye Odukogbe

Seye is the founder of Stay Focused, a social enterprise dedicated to breaking down the practical barriers that stand in the way of talented, young people. Between 2010 and 2014 Seye was a Newham school governor setting strategic directions, policies and objectives to promote pupil achievement. He is also the founder of STO Associates, an infrastructure planning consultancy, developing sustainable transport solutions across Africa's emerging cities. Seye is a Windsor Fellow and an active member of the Abuja Global Shapers, an initiative of the World Economic Forum, where he continues to create change and reduce unemployment by championing Employability & Entrepreneurship programmes.