

# Developing the Leaders of Tomorrow



**Senior Programme Manager (Cardiff)**

**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, Manchester and Liverpool; 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

# Senior Programme Manager, Cardiff (full time)

## Job Description

### Main Purpose and Scope of the Job

You will be responsible for managing and supporting the delivery of our Cardiff Programmes, including the Leadership Programme, Environmental Leadership Programme and Find Your Power.

**Reports to:** You will be reporting to the Head of National Programmes and Grants.

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### Programme Planning and Development

- Work with the Head of National Programmes and Grants to design a programme plan, local curriculum and evaluation framework for the Cardiff Programmes.
- Successfully plan, develop and manage the Cardiff programmes, taking responsibility for local programme delivery.
- Complete all risk assessments prior to delivery of all programmes, including assessments on Safeguarding, Health & Safety, Data Protection and Quality.

### Programme Delivery

- Deliver or manage the delivery of the local programmes in your region, supporting local delivery staff.
- Implement a successful local recruitment strategy to ensure the recruitment of appropriate participant groups.
- Successfully recruit participants from diverse and under-represented backgrounds in line with UpRising's mission.
- Ensure local programmes 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 the programme is effectively managed through Salesforce in line with the programme management processes.
- Oversee the administration of the regional programmes.
- Carry out other associated duties as may arise, develop or be assigned.

### **Stakeholder Management**

- Engage and manage the relationship with all programme delivery stakeholders and volunteers, ensuring high quality of communication.
- Support the senior management team to maintain relationships with relevant external stakeholders and organisations in the region.

### **Monitoring, Evaluation and Reporting**

- Be responsible for collecting the necessary information and data from the local programmes throughout the programme.
- Successfully evaluate and report on the success of the project to the funders and other key stakeholders as required.

### **Staff Management and Internal Communications**

- Manage local Programme Coordinators and any required casual workers to successfully achieve the programme outcomes.
- 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.
- Ensure all internal communication requirements are met relevant to your role, providing regular reports and identifying any issues/incidents.

### **Budget Management**

- Plan and manage the local programme budget, circa £65,000.
- Manage regional invoices and expenses, keeping to the agreed programme budget.
- Be responsible for any day-to-day expenses and collecting receipts.

### **Systems and IT**

- Use the relevant programme systems and IT to ensure the effective management of the programme. This includes:
  - 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.
- Work to the required communication protocols efficiently to ensure that organisational systems and procedures are implemented.

## **Fundraising**

- Contribute to regional and national fundraising as required.
- Contribute to any fundraising and promotional activities in the region, as required.

## **Local Communications (Press and PR) and Events**

- Build and manage relationships with press (including blogs and websites) to gain media coverage.
- Contribute to social media and website including managing content schedules.
- Keep a record of any key media coverage for the programmes on salesforce.
- Plan and organise key national events for the programme as required.

## **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 management team, 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: Senior Programme Manager

This sets out the ten essential competencies we are seeking for this post.

Please ensure your CV demonstrates how you meet the range of competencies (maximum 2 pages). In your Covering Letter (maximum 2 pages), you should demonstrate **at least competencies one, two and three** in more detail. You may include voluntary, unpaid and paid work.

1. Programme development experience at a management level, including contributing to regional plans, activities and events.
2. Ability to deliver or facilitate programmes for young people, including experience of recruitment with challenging targets.
3. Experience managing external stakeholders working at a senior level.
4. A demonstrated knowledge of or a passion towards environmental issues, leadership and social action.
5. Experience of planning and evaluating programmes to a high standard, with experience of managing quality and risk effectively.
6. Experience of managing, motivating and empowering staff or volunteers
7. Financial management necessary to manage national budgets of up to £65,000.
8. Grant management experience, working with institutional funders throughout the life cycle of the grant
9. IT skills at a level that support information management on Excel and the utilisation of the Salesforce management system to manage a national programme.
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.

### Terms and Conditions:

The role is based in our Cardiff office. This is a full-time time role (maternity cover) offered on an initial 6-month contract.

Remuneration and benefits: Salary starting at £29,000 per annum (pro rata), 6.5% employer pension contribution, 25 days holiday per year (pro rata), 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 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 (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](mailto: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.miles-payne@uprising.org.uk](mailto:louise.miles-payne@uprising.org.uk). The closing date for applications is Thursday 24<sup>th</sup> May 2018 at midnight. We may contact suitable applicants before this date so you are encouraged to apply early.

Interviews will take place in Cardiff on Thursday 31<sup>st</sup> May or Friday 1<sup>st</sup> June 2018. We regret that we are only able to offer feedback to shortlisted applicants.