



# Programme Manager



GENERATION  
CHANGE

Application Pack

## Programme Manager

Generation Change is seeking to appoint a new Programme Manager to lead the delivery of our Impact Accelerator.

This 12-month scheme helps practitioners to adopt a shared impact framework, which they then use to drive learning about impact. Organisations that successfully adopt this model join our movement as “Impact Partners” – gaining recognition as pioneers of best practice in youth social action. We will continue to support our community of Impact Partners to drive a wider movement for best practice – changing the way that youth programmes get funded, delivered and replicated across the country.

Generation Change is seeking outstanding candidates to join the organisation as Programme Manager. This role will work alongside the Director, to deliver Generation Change's Impact Accelerator – taking the lead role on implementation in the organisation. You will contribute to Generation Change's overall organisational development, helping to develop new products and services, and have a critical role in developing our strategy for driving systems change.

**Application deadline:** Midday on Sunday 10th February

**Interviews:** w/c 18th February

**Place of work:** Homeworking, with regular travel to London

**Salary:** c£32,000 (plus £2k London weighting where appropriate) pro-rata

**Accountable to:** Director

**Hours of work:** 3 days a week, with flexi-working policy

**Contract:** 6 month fixed-term contract

### To apply

To apply for this position please send your CV, plus a cover letter no longer than 2 pages, to: [apply@generationchange.org.uk](mailto:apply@generationchange.org.uk)

If you have any questions about this position, please contact our Interim Director: [helen.meech@generationchange.org.uk](mailto:helen.meech@generationchange.org.uk)

**Closing date:** Midday, Sunday 10th February 2019



# GENERATION CHANGE

## Job description: Programme Manager

**Place of work:** Homeworking, with regular travel to London

**Salary:** c£32,000 (plus £2k London weighting where appropriate) pro-rata

**Accountable to:** Director

**Hours of work:** 3 days a week

**Contract:** 6 month fixed-term contract

### Background

Generation Change has a powerful vision: for social action to become a normal part of growing up in the UK. Social action is proven to give young people the skills and experiences they need to thrive in life and work. But we also believe that social action can help the next generation to commit their lives towards social purpose, helping to fuel our transition to a more sustainable, equitable and just world.

To make that vision a reality requires deep-rooted, systemic change in the way young people get supported to take action on the issues they care about. Demand for social action – by young people, teachers and parents – far outstrips supply. But there is poor understanding of what quality social action looks like in practice.

We need to make it easy for the enablers of young people's social action – whether that's teachers, youth workers or local stakeholders – to understand where to find, and how to offer, high quality social action. But to do this will require a massive shift in the way that we learn about and share best practice when it comes to helping young people achieve social change.

### Our Mission

To grow the market for high quality youth social action provision, by making it **easy** for anyone – in any setting – to adopt, access and recognise best practice.

### How we do it

We invite pioneering youth organisations to join our partnership by undertaking a rigorous evaluation and improvement pathway we call the Impact Accelerator.

This 12-month scheme helps practitioners to adopt a shared impact framework, which they use to embed evidence based learning about their impact.

Generation Change will support our community of Impact Partners to drive a wider movement for best practice – setting benchmarks, and sharing insights that can improve the way that youth programmes get funded, delivered and replicated across the country.

## **About the role**

The Programme Manager is responsible for the effective delivery of our Impact Accelerator scheme, managing and developing programme delivery, planning and facilitating events, coordinating expert Research Associate input and seeking opportunities to scale our impact.

In this role, you will contribute to ensuring Generation Change's overall organisational development, following high standards of project management and maintaining quality assurance for the services that we offer organisations.

## **Key responsibilities**

### **Programme delivery**

- Manage the delivery of the Impact Accelerator by coordinating and managing a schedule of training, consultancy and independent validation events and meetings.
- Account management with programme cohort to set clear expectations and secure strong client relationships.
- Coordinate a team of Research Associates and liaise with Research Partners to ensure that Generation Change meets all its key deliverables as part of a research and evaluation contract.
- To structure and codify the programme in preparation for scaling of delivery.
- To plan, organise and facilitate meetings and events with programme cohort and partners.
- Record information and contribute to a consistent log of progress for each participating organisation, helping to inform wider analysis and content creation between Generation Change staff and our research partners.
- Manage internal and external timelines for our clients, partners and funders, helping to maintain our CRM system by updating progress against a series of pipelines that help to understand performance.

### **Operational management**

- Maintain and develop our CRM capabilities to ensure that the whole team has a consistent log of relationships.
- Manage a team of external Research Associates
- Support and advance the organisation's monitoring and evaluation strategy.
- Budgetary management - contributing to the setting and monitoring of budgets and ensuring effective spend

### **Business development**

- Develop and advance opportunities to scale the Impact Accelerator through partnerships and product development.
- Support fundraising strategy and implementation.

## **Other responsibilities**

- Model Generation Change's values and articulate our vision, mission and strategy to a range of stakeholders
- Maintain high levels of productivity and manage your own time effectively across a flexible working environment that affords high levels of freedom in how you carry out your work.

- Represent Generation Change in a range of contexts to external audiences.
- Build effective relationships with team members, our network community and external partners, helping to sustain a positive environment for collaboration.
- Contribute to the strategic development of the organisation.
- The Director may assign other business tasks from time to time.

## Person specification

- **Experienced programme manager** – you have at least 3–5 years experience of project/programme management and have the confidence to hit the ground running.
- **Excellent analytical, strategic planning and execution skills** – you will be able to demonstrate having shown competency in making timely, effective decisions by having clarity under pressure.
- **Expert facilitator** – you are experienced in facilitating meetings and events to gather insight and create common understanding, goals and objectives. You are highly diplomatic, able to exchange complex or sensitive information and use negotiating/persuasive skills with a range of audiences.
- **Highly enterprising** – a natural entrepreneur and innovator, able to drive organisational growth in a lean, ambitious social venture looking to grow its impact. You show creativity and entrepreneurialism in identifying and creating solutions, analysing requirements and advising on the scope and options for operational improvement
- **Self-motivated, resilient.** You never hesitate to roll up your sleeves and tackle problems hands-on, you persevere when others fade.
- **Highly organised, accountable** – you are fastidious about developing and sticking to timely and efficient processes and schedules.
- **Excellent personal skills**, combining assertiveness with an ability to form relationships of sincere trust / integrity. A track record in inspiring confidence from the people around you and managing a wide range of stakeholders.
- **Excellent team working skills** – you excel at working in collaboration and are able juggle a range of perspectives and find common ground.
- **Tech literate / an early adopter.** Constantly seeking new tools to increase productivity and/or create value at low cost.
- **Not an egotist.** Open to being wrong, a keen learner that absorbs and even relishes constructive criticism, bad news or negative data.
- **Deeply passionate about our mission.** You want to live in a world that runs on social purpose rather than self-interest.
- **Ambitious for the organisation.** You see the potential of Generation Change and the enormous opportunity that will come from being a leader within the organisation as it grows.



**GENERATION  
CHANGE**