

## Head of Programmes

<b>Salary:</b>	£32K-£42K pa (dependent on experience)
<b>Location:</b>	London with some travel to future areas of expansion
<b>Start date:</b>	27 <sup>th</sup> May 2019
<b>Hours:</b>	Full time
<b>How to apply:</b>	Send CV and covering letter to <a href="mailto:operations@futurefrontiers.org.uk">operations@futurefrontiers.org.uk</a>
<b>Application deadline:</b>	12 <sup>th</sup> April 2019 (Stage 1 interview 26 <sup>th</sup> April 2019; stage 2 interview tbc)

We are working towards a day where every child is inspired to fulfil their potential in school and beyond.

At Future Frontiers we believe that all young people can be motivated by their aspirations, if they discover a career that inspires them and make important connections to educational success. Our award-winning programme combines face-to-face coaching with access to professional role models. The programme has been designed to increase engagement and achievement at school by developing aspirations and providing a personal context and relevance to daily education. We aim to make a transformational impact on pupils' engagement with learning, whilst preparing them to transition into sustained education, employment, or training.

### The role of Head of Programmes

Future Frontiers is an innovative, dynamic and ambitious organisation that has developed a high impact intervention programme for pupils from disadvantaged backgrounds. Future Frontiers is now at an exciting position to be able to scale significantly and become a leading organisation in tackling educational and destitution disadvantage.

We are seeking an exceptional individual to join us as Head of Programmes. This is a senior role, which will directly contribute to the success and sustainability of our organisation and increase our impact on students' achievement at school and beyond. The role involves taking full responsibility for the delivery, design and evaluation of our programmes.

The successful candidate will play a key role in developing our programme management to improve the consistency and quality of delivery as we increase our reach. Having recently commissioned our first impact evaluation, we are now looking at developing our internal monitoring system and conducting an implementation and process evaluation across 2020/21 programme year.

## **Main Responsibilities**

*The Head of Programmes is responsible for ensuring that Future Frontiers develops and delivers programmes of the highest quality and consistency across the UK.*

**Managing our programmes team** – we currently have two experienced programme officers who deliver the programme in schools and businesses. You will manage this growing team of Programme Officers, providing support and setting expectations for delivering results. You will also have responsibility for managing your own programmes across a number of schools and businesses which will be appropriately balanced with your capacity needs for managing an expanding department.

**Develop effective systems for efficient and programme management** – Key to our plans for scale across the UK is a complete review of our current systems for programme management, volunteer management and programme scheduling.

**Coach training and support** – You will coordinate the development and delivery high quality training to coaches, whilst developing new tools for the ongoing support and guidance.

**Lead coach training and development** – Our lead coaches are experienced coaches who are there to support each programme. You will develop a strong framework of lead coach selection, training and management to ensure effective programme delivery.

**Managing school relationships** – You will build and maintain long standing relationships with all Lead Teachers at participating schools. This will include the initial planning meetings with all new and existing schools.

**Programme monitoring** – You will develop and implement monitoring tools to measure programme success at pupil, coach and school level. You will identify trends in programmatic success and champion new ways to improve our existing provision.

## **Requirements**

- Experience working with young people in a professional capacity (in a formal education environment or otherwise);
- Accomplished facilitation and training abilities. You'll have solid experience of teaching, facilitating or training young people. You'll be excited about developing and delivering our coach training that will empower our coaches to go out and change the world;
- A keen understanding of, and an appetite for helping young people to discover and develop aspirations that will inspire them to achieve their full potential;
- Exceptional communication skills. You'll be passionate, compelling and inspire others around you.
- Adept at building relationships and seeking out opportunities.
- A self-starter, willing to get stuck in to help build an evolving start-up into a sustainable organisation that drives real social change.