



Programme Manager

Terms & Conditions

- Salary: £24,000 - £26,000
- Start Date: January 2018

Working hours: Flexible working is possible and would be paid on a pro-rata basis. Full time role c. 40 hours per week (the role involves a half day on Saturday during at least one school term).

- Contract length: Contract length: 24 months, subject to successful completion of the first 12 month period

About Team Up

Team Up uses tuition, delivered by inspirational university students, to enable pupils from low income backgrounds to meaningfully increase their academic attainment in order to improve the choices open to them.

About the role

This is a demanding and exciting role for a multi-skilled individual looking to gain experience in programme and people management. In this role you will be responsible for taking a group of schools and their pupils and tutors through the programme from start to finish, and for ensuring the programme genuinely makes a difference to those participating. In the first year of your contract you will focus on your school portfolio, while in the second year you will have the chance to use your experience to mentor other team members or take on more strategic work alongside your main role of supporting your schools.

Team Up is seeking someone with ambition, high expectations and attention to detail, keen to develop themselves in an environment that rewards entrepreneurship and accountability for results. If you are committed to making a difference to young people and to your own development, this is the role for you.

You will be joining a small team of staff in a fun and friendly environment where we work hard for the mission and for each other. We look forward to welcoming you on board.

Key Responsibilities:

1. Sales, Marketing & Recruitment

- Holding sales and contracting meetings with new schools
- Supporting the delivery of tutor assessment centres

2. Programme Delivery

- Training tutors to deliver effective tuition
- Liaising with schools and teachers to ensure quality delivery and excellent communication
- Managing pupils to ensure engagement
- Managing tutors to deliver improved academic attainment for pupils
- Managing the administrative work for each school under your supervision

3. Monitoring and Evaluation

- Monitoring and evaluating the impact of the programme on stakeholders
- Developing strategies to maximise impact

Key Skills and Attributes:

Candidates for this role will have the following skills and attributes:

Essential

- A strong academic track-record, with a minimum 2:1 degree in any discipline
- Excellent organisational skills
- Desire to own and manage responsibility for achieving organisational goals
- Confidence working with external stakeholders and young people
- Interest in collecting and using data to drive results
- Experience working in a team to solve problems
- Strong interpersonal skills

Desirable

- Qualified Teacher Status
- Experience tutoring or working with young people
- Experience monitoring and evaluating performance data
- Experience managing relationships with external stakeholders

Application process

Applications will be screened and interviews held on a rolling basis.

If you would like to apply for the role, please send a cover letter explaining how you feel you fit the requirements of the role, alongside your CV, to recruitment@teamup.org.uk.