

Job Description and Person Specification

Job Title:	Programme Manager - Young People's Services
Hours:	37.5 Hours per week (FT)
Salary:	£36,000 - £43,000 (inclusive of London Weighting)
Term:	Permanent
Responsible to:	Executive Director
Responsible for:	Young People & Violence Reduction programmes
Direct Reports:	Young People & Violence Reduction staff
Location:	Osmani Centre London E1

To lead and co-ordinate the planning, delivery, management and monitoring of a number of young people and violence reduction services.

Main Duties and Responsibilities

1. Lead and manage the delivery of young people's programmes to provide a range of quality universal youth services, specialist mentoring and violence reduction interventions.
2. Taking a strategic approach, working with partners, stakeholders and local community with a focus on developing and promoting Osmani Trust interventions and activities.
3. A key responsibility of this role will be to ensure programmes are delivering as planned, staff teams are supervised and supported to work effectively and delivery impacts/outputs are recorded and reported on time to funders/commissioners.
4. To actively engage in business development, write fundraising bids and activities to improve sustainability of programmes.

A) Programme Development & Delivery

5. Co-design and produce the delivery plan of intervention and activities with partners, local stakeholders, residents and young people for relevant programmes/services.

6. Work with Executive Director and delivery partners to co-ordinate planned intervention programmes for young people, violence reduction, mentoring & community resilience building.
7. Develop and monitor quality assurance standards for service delivery and staff skills, knowledge and competencies.

B) Staff management

8. To lead and manage the performance of relevant services staff and their teams through regular structured supervision and appraisal thereby ensuring that they manage their operational and financial responsibilities appropriately
9. To ensure that, in accordance with the overall strategic direction of OT, an annual work plan with clear objectives and milestones is prepared and implemented for all programmes and their lead staff.
10. To ensure within the programme that the recruitment, induction, appraisal, management, training and development of staff are directed to achieving the objectives of the organisation. To maintain an environment that attracts, retains and motivates high quality staff.

C) Partnerships, Promotion and Networking

11. Develop relationships and strengthen partnerships with a diverse range of stakeholders including local authority, statutory bodies, and voluntary sector, educational and cultural partners who can support and fund our programmes and strategic objectives.
12. Attend relevant forums and meetings at local and regional level.
13. Ensure that the work and achievements of the Osmani Trust programmes are regularly promoted via media, social media and other communication channels to the public, stakeholders and internally.

D) Monitoring, Evaluation and Reporting

14. Responsible for ensuring accurate and up to date records are maintained of work undertaken.
15. Responsible for maintaining and developing systems of monitoring that can capture and analyse performance data to track progress of the project against outputs and outcomes.
16. Ensure all service user data is uploaded onto our data monitoring software.

17. Responsible for producing timely and accurate reports for the Executive Director, stakeholders and funders.
18. Work with independent evaluators to evaluate programmes/services performance and impact.

E) Financial Management and Fundraising/Business Development

19. Work with Finance Manager to ensure programmes expenditures are controlled within agreed budgets and all relevant evidence and documentation is available.
20. Work with the Finance Manager to prepare monthly financial reports for the Executive Director.
21. Identify and secure funding and resources to sustain and grow the range of Young Peoples & Violence Reduction programmes and services.
22. Identify fundraising and business development opportunities for our programmes/services to expand locally, regionally and nationally.
23. Design innovative new programmes/services to meet changing community needs and upcoming funding opportunities.

F) Organisation-wide

24. To attend and play an active role in SMT meetings and to contribute to the overall management and development of Osmani Trust.
25. Actively contribute to the development and implementation of Osmani Trust policies and procedures.
26. To carry out any other tasks and duties designated by the Executive Director within agreed timescales.

Person Specification - Programme Manager Young People Services

<i>Knowledge and experience</i>	<i>Essential/ Desirable</i>	<i>Assessment Method</i>
Educated to degree level or equivalent (in other qualifications and experience)	Essential	Application form
Demonstrate substantial experience (at least 3 years) of managing multiple projects at a senior level including staff and volunteers	Essential	Application form and interview
Writing fundraising bids, experience of managing contracts/SLA's against agreed targets and outcomes and managing project budgets above £200k	Essential	Application form and interview
Experience of working successfully with VCS, Public and Private sectors and local communities	Essential	Application form and interview
Delivering, monitoring and evaluating the impact of initiatives related to community change/youth violence/ASB reduction.	Essential	Application form and interview
An understanding of London and Tower Hamlets voluntary sector, local community needs and its challenges, particularly related to the youth sector, youth violence and community safety in diverse communities	Essential	Application form and interview
<i>Skills and Abilities</i>		
Results driven, proven track record in exceeding targets	Essential	Application form
Adaptability and flexibility to be able to respond to changing service requirements in an enthusiastic and positive way.	Essential	Application form
Motivated, confident, time efficient, organised and able to work independently.	Essential	Application form and interview
Excellent communication skills – verbal, written and presentational – able to operate with diplomacy, tact and empathy	Essential	Application form and interview
Passionate about youth and community led change	Desirable	Interview
Programme management skills and competent user of IT and Microsoft programmes such outlook, word and excel.	Essential	Application form
Proven commitment to equal opportunity and diversity	Essential	Application form and interview