

## Programme Manager

### Job Description and Person Specification



Peeblesshire Youth Trust provides support to young people aged 10-14 years to help boost confidence and build self-esteem. We work closely with all Tweeddale primary schools, and with Peebles High School, to identify children who would benefit from our services.

We deliver 'Achieve Your Potential' workshops, group activities in the community and sessions within schools to provide our support. We also train and support volunteer mentors to deliver one-to-one mentoring support for young people. We currently work with approximately 80 young people each year.

The Programme Manager works closely with the Project Coordinator and the Board of Trustees to deliver these services.

The following covers the main aspects of the work to be undertaken by the Programme Manager. As the programme develops it may be necessary to amend these to recognise changes in the nature of our work.

#### Strategic and Organisational Development

- Lead and manage a team of volunteers and staff to deliver PYT activities with supervision from the Board.
- Represent PYT to external partners, professionals and the wider community to raise the profile of the charity locally.
- Monitor and evaluate programmes and lead on the assessment of the qualitative and quantitative impact of PYT programmes.
- Effective engagement and partnership with education bodies, voluntary/statutory organisations and other appropriate bodies.
- Develop the strategy of PYT in conjunction with the Board and manage new programme developments as agreed by the Board.
- Maintain and document best practice policies and procedures for PYT programmes.
- Hold responsibility for PYT leased premises and equipment.
- Line management including conducting appraisals, holding regular one-to-one meetings, providing performance feedback, and supporting professional development.
- Facilitate staff and volunteer development and training.
- Work with our treasurer to develop an annual budget with regular reviews on cash flow and financial forecasts.

## **Fundraising**

- Research, identify, write, submit, manage and report funding applications to trusts and foundations.
- Organise local events and initiatives to raise money in the community including our annual Golf Day and Achieve-a-Ball.
- Work with corporate partners to secure sponsorships and donations.
- Promote opportunities for individual donors to support PYT.
- Develop and review the fundraising strategy to ensure sustainability and long-term security for the charity.

55% of the time of the Programme Manager is spent on strategic activities and fundraising.

## **Achieve Your Potential**

- Support the Project Co-ordinator in the delivery of Achieve Your Potential (AYP) workshops, twice yearly. Co-deliver the sessions and assist in the evaluation of the programme.
- Discuss with the Project Co-ordinator improvements that can be made to the programme and implement those changes.
- Liaise with the schools and other agencies on referrals to AYP ensuring that the content fits within the Curriculum for Excellence and health and well-being outcomes for young people.

15% of the time of the Programme Manager is spent on AYP.

## **Mentoring**

- Recruit new mentors every year, around 20, from across Tweeddale. Support the Project Co-ordinator in the training and development of our volunteers.
- Have ultimate responsibility, with day-to-day supervision delegated to Project Co-ordinator, for ensuring that the child protection policies and procedures are adhered to within the organisation.
- Organise networking and training events for the mentors on a regular basis.

15% of the time of the Programme Manager is spent on mentoring activities.

## **Peebles High School**

Work with Peebles High School to deliver in-school support programmes. These currently include:

- “S6 Buddies”, where S6s are recruited by PYT to support new S1s in August/September of each academic session, during group sessions in the school lunch break.
- “Confidence Conquerors” working with S1 and S2 pupils within The Store at PHS, to build resilience and reduce anxiety.

15% of the time of the Programme Manager is spent on Peebles High School activities.

## **Other Activities**

As part of the PYT the Programme Manager is also required to:

- Work with the Project Co-ordinator to organise and deliver group activities for our young people, approximately 10 events during the year, normally in the evening.
- Attend Board meetings, 5 times per year, in the evening.
- Attend any training that is identified as relevant for development of the role.
- Any other activity that may be deemed necessary by the Board, within the confines of the role outlined above.
- Keep the PYT website up to date and share PYT news regularly via social media.

## **Key Skills and Knowledge - Essential**

Knowledge of managing a small organisation, including;

- managing a budget
- managing staff and/or volunteers, and
- organising events

Ability to research, write, evaluate and report on funding applications to trust and statutory sources, with a proven track record of securing funds.

Knowledge of evaluation techniques and tools that can be used for the furthering of the organisation.

Presentation skills – ability to present information to groups of adults and/or young people in a clear and concise way, relevant to the audience.

Knowledge and awareness of child protection procedures and the experience of implementing procedures in your role.

Experience of working in partnership with other organisations.

Excellent people skills, able to engage with a wide range of individuals, including statutory agencies, volunteers and young people.

Demonstrable administration skills.

Ability to prioritise tasks and manage workload in an organised manner.

Excellent IT skills, including word, excel and PowerPoint.

Experience of working with young people.

## **Desirable**

Experience of working with a statutory agency - health, social work or education.

Knowledge of community fundraising techniques and opportunities.

Involvement in strategic thinking and organisational development.

An understanding of mentoring – its role, benefits and rewards in working with children.

Understanding of multi-disciplinary approach to working with families who are involved with other agencies, and the ability to engage with them creatively.