



Regional Programme Manager

Candidate information pack

Dear applicant,

Thank you for your interest in working for Future First.

You could not have chosen a more interesting, or challenging time to join us. The pandemic has deepened inequalities that we were already striving to address. Our work has never been more necessary yet, at the same time, it has never been more difficult to compete for funds or win support from hard-pressed businesses.

Nevertheless, Future First is in a good position, with a decade of experience, solid finances and strong partnerships. Our work builds confidence, motivation to study and resilience, and strengthens the communities around schools by harnessing past pupils as an under-developed resource. We took our refreshed programme into a record number of schools in 2020-21, and we won't stop there. We have ambitions to be working with every UK state school and college, providing young people across the four nations with relatable role models to boost confidence, raise motivation and, ultimately, improve their life chances.

We have around 400 school and college members and 266,000 alumni volunteers, who supported over 70,000 young people in state schools across the UK last year. We know that what we do every day really makes a difference to young people's lives. By giving today's pupils connections to past students, their alumni, we show them a bright future and give them the chance to hear real life stories about how people have overcome challenges to be successful. We show young people a world of opportunities - work, training, further or higher education, or volunteering, and we give them the tools, knowledge and information they need to make good choices and find their pathway.

We are committed to social justice and the value of role models. We are therefore keen to build a workforce that reflects the young people and schools we support. We are always interested in hearing from candidates from diverse backgrounds. At this time, we would particularly welcome applications from Black, Asian and Minority Ethnic candidates, and those who attended state school and were in receipt of free school meals and/or were the first in their family to go to university.

If you share our passion for changing lives, care deeply about disadvantaged young people and believe that you have what it takes to effectively support a small but ambitious charity, please read on. I look forward to hearing from you.

With all good wishes,

Lorraine Langham, CEO

About Future First

Future First is a small education charity with a vision for a world where a young person's start in life does not limit their future.

Past pupils, known as alumni, are powerful, relatable role models. They show students that 'people like me' can succeed. Future First is passionate about connecting every state school pupil with their alumni to inspire them and give them the information, tools and connections they need to see and build a future beyond their current horizons. We know that putting alumni networks around state schools gives pupils access to a strong community of connections, with pathways to jobs and careers, internships and apprenticeships, support in making choices at transition, help with choosing courses and universities, and much more. Hearing from relatable role models can be transformative, building students' confidence, resilience and motivation to study. If you believe a child's start in life should not determine their future, this role can make a difference.

The two Regional Programme Managers (RPM) provide crucial senior support for the Director and Senior Leadership Team extending the reach and impact of the charity to more schools and young people who need our support. Their responsibilities will vary dependent on the requirements of the charity and regional priorities but will include: working on programme improvements and in school delivery; designing interventions to tackle entrenched issues and securing funding; identifying, cultivating and managing regional partnerships; thinking through a complex problem or issue on behalf of the Senior Leadership Team; supporting regional or national sales and marketing initiatives to deliver growth; working with complex schools and networks; contributing to – and leading - project work; undertaking small scale research; leading policy thinking and strategic planning for the region; and undertaking a wide range of specialist roles, building knowledge, expertise and impact.

The RPM we are recruiting will be assigned to the North. They will carry a portfolio of participating schools to deliver our work on the ground, listening to schools and pupils, and using their insights to drive programme improvements charity-wide. As we grow and win new partners and funding, the regional distribution of our work and the nature of the RPM role will evolve.

RPMs support, but don't manage our front line Alumni Programme Managers, working as part of a small team to add value and bring their knowledge, skills and expertise to bear wherever it is required. Our Regional Programme Manager roles require a high degree of flexibility, and provide a wide variety of work opportunities depending on time of year, demand, capacity and need.

Duties and responsibilities

Support regional programme delivery

- Support the director in designing and delivering a high-impact regional plan to extend reach and impact in target localities, providing leading thinking based on evidence
- Identify regional employer partners; design and deliver interventions to secure support for local school networks, employer programmes, or funding project initiatives
- Identify regional funding opportunities, write winning applications to secure income for the charity's priorities and those of the region; cultivate and maintain great relationships with regional funders and potential funders
- Support programme delivery in a region; including work on quality assurance, customer satisfaction, research, analysis, insights and intelligence
- Support regional communications and marketing - planning and delivery - including roundtable events, press and media work, social media and outreach

- Deliver regional KPIs, targets and budgets, including sales targets; contribute effectively to national targets
- Work collaboratively to deliver high quality resources within the region and nationally
- Deliver our programme to your school and college caseload, leveraging the programme to develop advocates and drive growth, and providing your expertise to guide our customers

Business Growth

- Deliver regional opportunities for growth, including through Careers Hubs and MATs, and government funding opportunities
- Keep abreast of regional change and emerging issues; act as adviser and horizon scanner, reporting regularly to the Director/SLT on all regional matters that might impact upon the charity, including opportunities and threats
- Increase the number of schools and colleges building alumni networks and engaging with Future First, significantly growing group sales
- Work with colleagues to evolve existing provision and innovate, incubating and developing new programmes, services and funding arrangements that support our purpose
- Share learning about how best to deliver business growth, impact and reach, working to support colleagues and accelerate improvements

Support national programme design

- Seek and use feedback from our core customers (schools and their young people) to deliver improvements in programme design, reach and impact, as part of the annual product development cycle and day-to-day operations
- Analyse data and evidence across the regions to inform programme design and alumni engagement for impact
- Support innovation to sustain alumni interest and engagement in the longer term
- Develop targeted interventions to tackle long standing problems in schools; securing funding and winning support for your ideas
- Ensure all work is properly costed, commercially viable and deliverable

Team work

- Support your Director, CEO and the SLT
- Work effectively to create success for the regional team and charity as a whole
- Work strongly with your counterpart RPM to ensure work is joined up, ideas are shared and synergies maximised
- Work effectively as a team player; not just regionally, but also nationally
- Work closely with the Partnerships Manager on all employer and regional partnership work

Building a regional movement

- Cultivate, manage and maintain positive and productive relationships with regional influencers and potential collaborators

- Promote Future First and highlight the value of alumni networks, relatable role models and meaningful social capital for young people to all of our stakeholders; be they regional press or elected officials; you will need to be comfortable talking to a range of audiences.
- Contribute to the production of articles, online content and printed materials to support the promotion of the work and objectives of Future First
- Represent Future First at events, conferences and in the media, as appropriate
- Support the development of a national alumni movement
- Help to build the Future First brand

Additional senior responsibilities

- Ensure equalities considerations are built into all our plans and practices and champion equalities in the workplace
- Contribute positively and constructively as a senior staff member working well with others to fulfil organisational goals and duties
- Contribute effectively to financial management and business planning
- Act as a leader, role model, and motivator through living the values
- Work flexibly and carry out additional duties as required

Person specification

Specialist experience and knowledge

- Successful track record as an Alumni Programme Manager (if internal appointment) or of working with schools and young people, ideally as a qualified teacher
- Credible professional; has sufficient gravitas to represent the Director and the charity
- Experienced partnership builder; maintains excellent relationships and alliances
- Strong knowledge of schools and the state education system; brings insightful analysis to shape policy and strategy
- Experience of managing programmes/services to deliver reach and impact
- Skilled in the use of customer feedback, research and data to drive improvements
- Understands a commercial environment; can sell and deliver business growth targets
- Financially astute
- Strong thinker, able to question and improve upon the status quo
- Passion for the charity's purpose; able to communicate this to inspire others
- Degree-level qualified or significant relevant work experience

Communication and interpersonal skills

- Outstanding interpersonal skills; high degree of emotional intelligence; political nous
- Energetic and entrepreneurial, turns ideas into actions and outcomes

- Resilient: works well under pressure
- Strong written and oral communication skills
- Work style that motivates; team player - creates success for others as well as self

Strategy, Planning and Organising

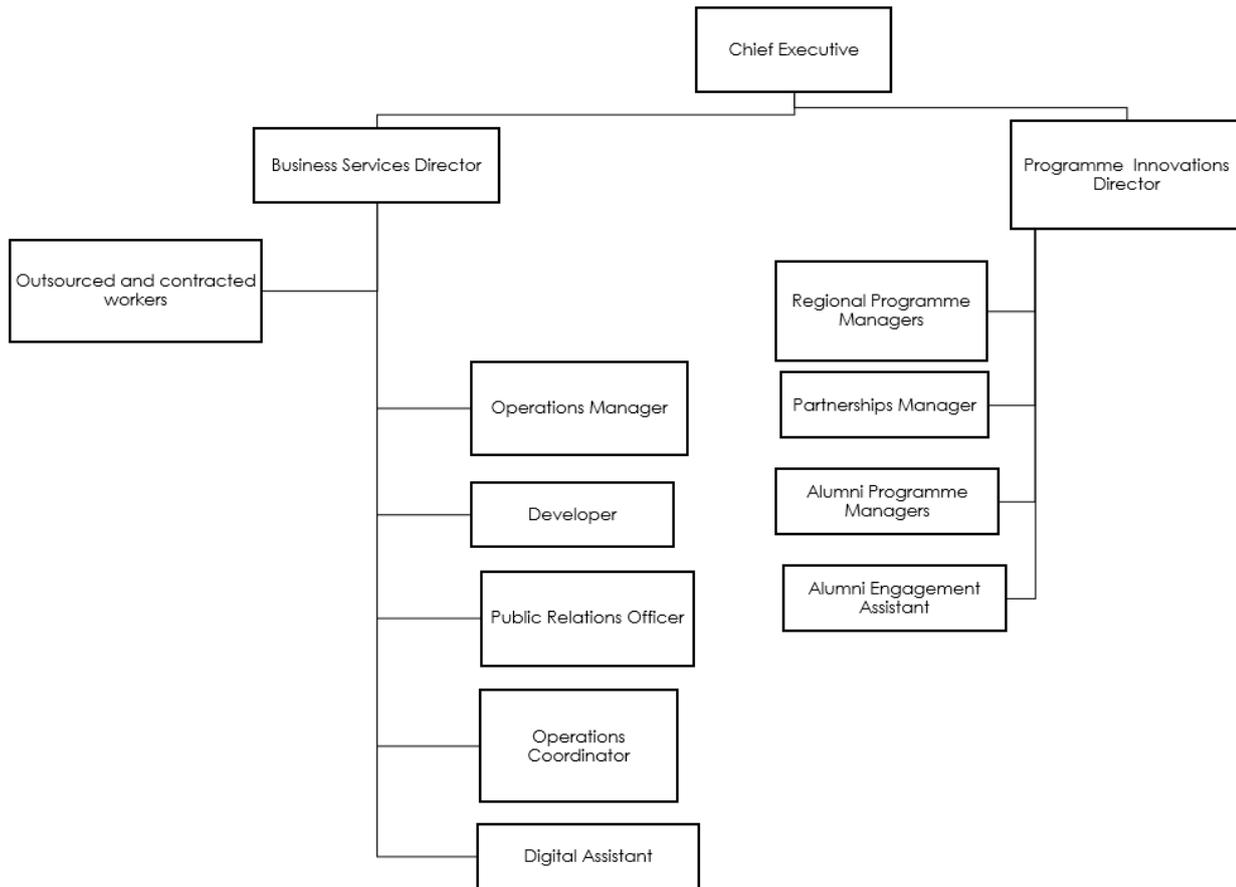
- Sees the bigger picture and thinks strategically
- Experience of managing competing priorities; produces high quality outputs to time/budget
- Experience of effectively project managing complex initiatives with multiple stakeholders
- Able to link plans and priorities to deliver higher level organisational objectives

Professionalism

- Embeds equalities in work
- Keeps up-to-date with education thinking and developments
- Keeps abreast of the marketplace and competition
- Is aware of own skills and areas for development; takes responsibility for own CPD
- Is positive and solution focused; willing and able to try new ideas
- Holds self and others accountable for achieving an exceptionally high standard

Future First is committed to safeguarding the staff, volunteers and young people we work with. Where applicable, a satisfactory enhanced Disclosure & Barring Service (DBS) check will be required for the successful candidate.

Organisation Structure



Our Values

We live by our values, and are keen to recruit colleagues who share these values.

Social justice

We do all we can to achieve our mission so that a young person's background does not limit their future.

Role modelling

We believe everyone can be a good role model and we lead by example in all we say and do.

Collaboration

We know we have greater impact through building relationships, and by working and learning with others.

Innovation

We are open to fresh ideas and are constantly seeking new ways to make change happen faster.

Terms and Conditions

Job title	Regional Programme Manager
Reports to	Programme Innovation Director
Salary	£29,229 to £41,615 dependent on experience
Annual leave	28 days per year, increasing by one day for each year of service up to a maximum of 33 days
Benefits	Employee pension scheme, comprehensive learning and development plan, cycle to work scheme, travel card loan, flexible working, volunteer days
Contract type	Full time, permanent
Location	Manchester, though staff are currently home working until restrictions ease

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How to Apply

To apply, please [click here](#) to upload an up to date CV and cover letter that demonstrates how you meet the person specification for the role. Incomplete applications will not be considered.

Application deadline

9.00am, Monday 2 August 2021

Applications submitted after this time may not be considered.

Interviews

11, 12 or 18 August

Interviews will be conducted via video call.

Any questions?

If you have any questions about the role, please email laura.grigg@futurefirst.org.uk