



GET FURTHER

Getting students ahead in further education

PROGRAMME MANAGER

Without GCSE English and maths, young people are more likely to drop out of education and are locked out of many university courses, apprenticeships and key professions. This is a huge challenge for social mobility in our country.

We want to change this story. Get Further is the first charity dedicated to providing free, innovative catch-up tuition to young people who missed out on gateway English and maths GCSEs at school. Our tuition is delivered by subject-specialist graduates, who are trained by expert English and maths teachers. Students who complete the programme join our alumni network, where they are signposted to opportunities and receive support with the transition into higher study and work.

We know that having a tutor can help to close gaps in education – but too often, this is out of reach for young people from disadvantaged backgrounds studying in further education. With the disruption to education from COVID-19, now, more than ever, many students are in need of extra help to address the learning they have lost. This year, we are expanding our programmes, so that we can support more students to get back on track in education and have greater opportunities for progression in their chosen career.

To help more students **get further**, we are seeking dynamic Programme Managers to lead the delivery of our tuition programmes and the expansion of our work.

- Location:** London or Yorkshire. Currently the role is home-based. There may be some travel to Get Further's partner colleges and our office in London, once the lockdown ends.
- Hours:** Part-time or full-time (4-5 days per week)
- Duration:** 1-year contract, with possibility of extension
- Salary:** £36,000-£40,000 per annum, depending on experience (pro rota if part-time)
- Start date:** May/June

Role Description

As a leader within Get Further, this role will play an important part in managing the delivery of our tuition programmes and growth strategy. The Programme Manager will directly line manage a team of Programme Coordinators, who are each responsible for programme delivery across a cluster of college and tutor relationships. The role will involve ensuring excellent programme management from Programme Coordinators, including monitoring outputs to ensure delivery is on track. The Programme Manager will be heavily involved in business development of college relationships, including leading on the renewal of existing partnerships and working with the Chief Executive to develop new partnerships. They will be responsible for overseeing the recruitment and development of new tutors for the 21/22 academic year. This will involve building on existing partnerships with universities, identifying new ways to increase tutor recruitment, and enhancing our professional development offer for tutors.

The successful candidate will be an accomplished professional, with experience of working effectively in the education sector, or at manager / senior officer level in a programme management role. They will build positive, supportive relationships with college teachers, team members, tutors, and wider stakeholders. They will be a constructive, pro-active manager of people, with a commitment to delivering excellent standards within their team.

This successful candidate will join the organisation at an exciting time. Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. With our expansion to new regions, this year will be our most ambitious yet – and the post-holder will work directly with the Chief Executive to achieve the charity's goals and drive impact from our programmes.



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Main Duties and Responsibilities

The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.

- Lead a small team of Programme Coordinators, to ensure excellent programme delivery across four regions, including building relationships with senior leaders in colleges and monitoring programme outputs to maintain excellent student engagement and attendance and ensure delivery of tuition is on track.
- Manage the design and co-ordination of the programme delivery cycle, including planning, implementing, quality-assuring, evaluating and improving programme processes.
- Develop and implement a strategy for building new and existing college partnerships, including targeting areas of need and managing the college renewals process.
- Progress our tutor recruitment strategy in line with future plans for growth, ensuring we continue to increase our pool of talented tutors, including in underserved parts of the country.
- Review and improve our professional development offer for tutors, including additional training opportunities and on-going support, and our offer of support following the programme.
- Support Get Further’s wider activities, including data collection, reporting, and communications.

Person Specification

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to Get Further’s mission and values, including passionate about tackling educational inequality • Proven experience in leading the delivery of projects / programmes across a locality • Demonstrable experience of leading and delivering through others • Demonstrable experience of working in / with the education sector • Knowledge of educational interventions and impact management • Proven experience of driving team learning and development • Proactive, enthusiastic, and the ability to take initiative 	<ul style="list-style-type: none"> • Proven experience in the further education sector • Experience of managing a small team • Teaching skills, including delivering training to adults • Experience of engaging with senior leaders in education, to develop effective relationships to support project / programme delivery

How to Apply

Your application must include **both** a CV of no more than 2 sides of A4 and a supporting statement of no more than 1 side of A4. Your supporting statement should highlight your interest in Get Further and your motivation for undertaking this role. Please detail your relevant experience, ensuring this is in line with the above role description / person specification. Please also detail your preferred start date, working pattern (i.e. full-time/part-time) and location.

Please send your application to applications@getfurther.org.uk with the subject ‘Programme Manager’ by 11:59pm on Sunday 11th April 2021. Suitable candidates will be contacted ahead of the closing date and incomplete applications will not be processed. Online interviews will be held in the last two weeks of April.

This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. *Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.*

OUR SUPPORTERS

