

## Programme Manager

**Could you help develop our services to care leavers? Can you use your experience to shape new and innovative delivery models for the benefit of young people? Do you bring the enthusiasm and vision needed to make creative solutions a reality through strong partnership working?**

We have a significant opportunity for a new colleague to join our Reboot West education, employment and training programme.

It is a very exciting and interesting time to join 1625ip for this opportunity:

- Reboot West already delivers an evidence-based model that helps care leavers across the South West to succeed in education, training and employment.
- It is an innovative programme that enables young people to develop confidence and wellbeing by underpinning our relationship-based support using a psychological framework (Acceptance and Commitment Therapy and DNA-V).
- We are in the closing stages of entering into partnership to extend this pioneering service to more care leavers across the region as part of a major impact trial - this will involve partnership working to deliver a large-scale evaluation of what works in supporting care leavers into employment and education – on a scale that has never been done before in the UK.
- The role provides the opportunity to be creative, collaborative and shape new approaches to supporting care leavers, with the potential to influence the future of delivery models nationally.
- The role will also oversee our Training Enterprise, which delivers training to share best practice in psychologically informed approaches to other organisations - to enhance the support provided to homeless young people and care leavers across the region.

We are particularly keen to increase applications from ethnic minorities, Muslim and male candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience.

**Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59, Monday 06 June 2022.** If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

We are a leading youth homelessness and care leavers charity based in the South West, working with over 1,500 young people. We have strong local partnerships and adhere to the best practice in the sector. We build trusting relationships between our young people and our colleagues, and this is at the core of our work.

### **What we are looking for:**

- You have confidence to effectively work in partnership with multiple, cross-sector agencies, including local authorities, the regional authority and large funders.
- You are practised at leading and managing new projects, sustainable change and service improvements.
- You have advanced experience in leading high quality support services for vulnerable people (or transferable leadership experience).
- You are an assured leader and can motivate other organisations and internal colleagues towards our shared objectives for young people - to attain tangible, measurable outcomes for them, whilst supporting and directing your teams with care and compassion.

- You can effectively manage complex financial and performance data to identify causal impact in order to take objective, informed action.
- You can oversee effective delivery of 1625ip's Training Enterprise so the provision of external training meets its aims of creating value to learners and generates income for 1625ip to support our work.

### **What you will be doing:**

- Designing, negotiating and project managing new service models - through collaborative partnership work with young people and with external statutory agencies, funding bodies, evaluators and others.
- Shaping our services to enhance opportunities and experiences for the young people we support, enabling them to achieve their goals and aspirations across the West of England.
- Leading, supporting and guiding operational managers and our learning & development work to enable the delivery of high quality services.
- Playing a key role in the development and internal delivery of our psychologically-informed framework, in which our work is rooted.

You will be based in our Prevention, Support and EET directorate and your line manager will be our Operations Director (Prevention, Support and EET).

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

### **What we are offering:**

- 30 days holiday plus the usual Public and Bank Holidays.
- A supportive team – both internally and externally.
- An opportunity to develop skills in project management, service development and evidence-based delivery.
- Opportunities to learn through our training programme and to reflect through monthly group reflective practice with the senior leadership team.
- Flexible working hours and base.

### **Contract details:**

- **Hours per week:** 37.5 (this represents full time hours)
- **Contract type:** Permanent
- **Pay:** £36,371 - £39,571 per annum
- **The location:** 1625 Independent People's head office: Kingsley Hall, 59 Old Market Street, Bristol, BS2 0ER. There is also flexibility and support to manage working from home.

### **Application information:**

- To access the Job Pack for this role and submit an application, please visit the vacancy page on our website:  
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=2675d574-d0eb-4a0e-9273-6336d3d47d22>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact [paul.hale@1625ip.co.uk](mailto:paul.hale@1625ip.co.uk)
- If you have any queries, please email [jobs@1625ip.co.uk](mailto:jobs@1625ip.co.uk)

### **Important dates:**

- Application deadline closes: **23:59, Monday 06 June 2022.**
- If you have not heard from us by **Thursday 09 June 2022**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Monday 13 June 2022.**

### **Covering Letter / Supporting Statement Guidance**

**Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.**

**Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.**

**You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.**

**Please try to keep the word limit to 250 words per criterion.**

**ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.**

### **Equal opportunities for everyone:**

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.