



Head of Programmes

Salary: £45,000 per annum

Length of Contract: Permanent, full time

Start date: ASAP

Location: Remote with occasional face-to-face meetings in London

Reporting to: CEO

Direct reports: 2 Regional Coordinators, Volunteer Coordinator, 2 In2research Coordinators

About us:

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress to degrees and careers in STEM.

We are in a pivotal moment of our development. With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launching in 2022, we are set to grow in size and profile. The team is dedicated, passionate and enthusiastic about empowering young people.

What we are looking for:

The Head of Programmes role at In2scienceUK is at the forefront of developing our ambitious plans and putting them into action. In this role you will find the best way to achieve our goals to support and empower young people. You will be a key part of developing and refining our strategic objectives for the next five years and lead a fantastic team who are dedicated to empowering young people.

You will have a clear understanding of how to deliver high quality education and training experiences and how to keep our programmes fresh and exciting for young people. You will be excited about motivating a talented team to achieve their goals.

We want to hear from people who can passionately represent the interests of the diverse young people that we serve. We are not asking for particular qualifications. We don't care what school you went to or what your parents do for work. We care about your character, your skills and potential. If you can turn strategic aims into impactful programmes and can see yourself making an impact in our organisation, we want to hear from you.

This role is a career accelerator. At In2scienceUK we are champions of people and we are here to support you to achieve your career goals - however ambitious they may be.

Duties and responsibilities:

As Head of Programmes you will be a key part of senior management and lead a team to deliver on our programmes strategy. Alongside the CEO, Head of Operations and Innovation and the Head of Development, you will keep our programmes at the leading edge in our sector.

Your specific duties will include:

Strategy and team development

- Develop a creative programme strategy to shape who we support and how we support them.
- Ensure that the programmes remain relevant and exciting for the young people that we support.
- Lead and develop a strong team to carry out the programme strategy with clear objectives and milestones.
- Engage effectively with the Board of Trustees to ensure that they are kept appropriately involved with our programme work.

Delivery

- Deliver the annual In2science and In2research programmes to high standards, ensuring that the team meets its objectives.
- Lead on key partnerships linked to the programme work and ensure that these relationships remain positive. This will include selected funders, universities and societies.
- Lead on identifying and nurturing new partnership opportunities alongside the Head of Development, the CEO and Trustees where appropriate.
- Ensure the safeguarding of all participants alongside the Designated Safeguarding Officer.
- Represent In2scienceUK externally at key events.
- Track, analyse and report upon the team's performance using agreed measures.
- Lead on the impact and evaluation of the programmes, including the development of an annual Impact Report.

Networking

- Maintain strong networks with relevant organisations and individuals.
- Play an active role in the senior management team with a particular focus on linking programme activities with the rest of the organisation.
- Play an active role in the wider In2scienceUK team, and across the organisation as a whole, upholding In2scienceUK's values and behaviours and fostering good working relationships and enhanced communications with colleagues.
- Deputise for the CEO where appropriate.



As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

Person specification:

Essential:

- Experience of operationalising programmes with creativity, innovative thinking and passion
- Experience of working in an education environment - in schools, higher education or one-off training activities
- Experience of writing reports and engaging with funders to foster long-term and mutually beneficial partnerships
- Understanding of the strategy development process and a creative approach to future planning
- Excellent communication skills (written and spoken) and the ability to build and develop effective relationships with partners at all levels
- Experience of line management and a well thought-out approach to team development
- Excellent IT skills to enable the production of appealing and professional documents and engagement with Google Workspace and Monday.com.

Desirable:

- Experience of working in a growing organisation.
- Knowledge of issues around diversity in STEM, access to education and social mobility.
- Knowledge of databases, customer relationship management software and learning management systems.

Benefits:

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from the CEO to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.



Application procedure:

Please send your CV (2 pages) and cover letter (2 pages) to recruitment@in2scienceuk.org, demonstrating how you meet the competencies outlined above.

Applications close on Sunday January 16th at 23:59 GMT. Interviews will be held online in late January.

Applicants are welcome to have an informal discussion about the post before applying. To arrange this please contact Colby Benari by email colby@in2scienceuk.org