



## **Programme Manager - In2science Summer Programme**

**Salary:** £35,000 per annum

**Length of Contract:** Permanent, Full time

**Start date:** ASAP

**Location:** Remote with occasional face-to-face meetings in the UK

**Reporting to:** Head of Programmes

**Direct reports:** 3x 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 into careers in STEM.

The In2science summer programme aims to provide young people with the knowledge, skills and confidence to achieve their goals and help prepare them for a career in STEM. This summer, we have 700 young people taking part in a wide range of exciting activities, including placements with STEM professionals, skills, careers and employability workshops, and public engagement competitions. With over 2,300 young people applying to join our programme this year, we have ambitious and exciting plans to upscale over the next few years to meet the year-on-year increase in demand.

With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launching in 2022, we are in a pivotal moment of our development, set to grow in size and profile.

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

The In2science Programme Manager will drive our organisational efforts to ensure successful management, delivery and growth of high-quality programmes for our young people. You will be an experienced people and project manager, confident in leading, empowering and motivating a small but capable team to achieve delivery targets and goals supporting our wider vision and strategic objectives.

You will be an organised and motivated self-starter with a growth mindset, excellent communication skills and someone who enjoys creative problem solving. Working in a lean and collaborative way, you will have a knack for optimising complex processes and systems to ensure our programme infrastructure and ways of working maximise on impact, resource and scalability. You will be able to process complex information, whilst not losing sight of the bigger picture.

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 see yourself making an impact in our organisation, we want to hear from you.

### **Duties and responsibilities:**

The purpose of the Programme Manager role will be to effectively lead on the successful development, delivery and evaluation of the In2science summer programme, in line with our ambitious programmes strategy. Working closely with the Head of Programmes, you will help ensure our programmes continue to be relevant and exciting for our young people.

Your specific duties will include:

#### **Delivery**

- Monitoring, managing and ensuring high quality delivery and growth of our In2science summer programme in line with goals and objectives.
- Optimising systems, processes and ways of working, to ensure delivery models are scalable and achieve intended outputs and outcomes to the highest degree of quality, effectiveness, and efficiency.
- Developing and maintaining excellent working relationships with internal and external stakeholders at a strategic and operational level to further the delivery of our work. This will include for example funders, delivery partners, and our alumni team.
- Maintaining a comprehensive overview of programme activities and reporting on progress at regular intervals as defined internally and contractually.
- Ensuring all operations are in line with Health and Safety and Safeguarding policies and procedures.

#### **Leading a team**

- Producing detailed delivery plans, setting clear, tangible objectives with staff members to ensure organisational and delivery targets are achieved.
- Prepare and run regular programme update and review meetings, documenting staff ideas and team decisions to increase impact and further achieve aims, feeding them back into programme design and quality assurance processes where applicable.
- Supporting and empowering staff members to identify goals and opportunities for their personal and professional growth and development as well as other line management responsibilities including annual appraisals.

#### **Communication**

- Working collaboratively with key stakeholders and across internal teams, ensuring a communication management approach is in place to control flow of information
- Ensuring clear, consistent messaging and communication around In2science internally and externally, e.g. working with relevant colleagues on marketing and communications, including event publicity, newsletters and case studies, social media.

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:

- Demonstrable practical experience of successfully managing complex projects involving multiple funders, delivery partners, staff, independent consultants and trainers.
- Experience of leadership and people management including motivating, coaching and developing team members to achieve results, fostering positive, collaborative working relationships with colleagues.
- Excellent verbal and written communication skills and the ability to influence colleagues and external stakeholders across all levels, tactfully and effectively.
- Knowledge, understanding and/or experience of the barriers that young people from lower socio-economic backgrounds face in progressing into STEM careers and pathways.
- Exceptional organisational skills, able to multitask and manage a varied workload while paying attention to the tiny details, spotting inefficiencies and correcting them.
- Excellent analytical and problem-solving skills, able to process complex information, whilst not losing sight of the bigger picture.
- Excellent IT skills to enable the production of appealing and professional documents and engagement with Google Workspace and Monday.com.

### Desirable:

- Experience of volunteer management
- Knowledge, understanding and/or experience of applying safeguarding practises
- Experience of managing a budget for a programme
- Project management qualifications

## **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 your line manager 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 apply through our Charity Jobs advert [here](#). Please send your CV (up to 2 pages) and cover letter (up to 2 pages) demonstrating how you meet the competencies outlined above.

**Applications close on 14th August at midnight. Interviews will be held online, week commencing 22nd or 29th August 2022, to be confirmed in due course.**