



## **Programme Manager - In2research**

**Salary:** £36,000-39,000 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:** 2x 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 In2research programme aims to improve access to postgraduate research degrees and careers for individuals from underrepresented backgrounds. Working together with Higher Education institutions including University College London (UCL), we are on track to support hundreds of young people in the first two years of the programme's inception, with exciting and ambitious plans to expand.

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 In2research 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.

With multiple internal and external stakeholders involved in the continual success of In2research, excellent communication and relationship management skills will be key in this role. You will be an organised and motivated self-starter who thrives in the face of change, enjoys creative problem solving and works in a lean way, optimising our processes and systems to ensure our programme infrastructure and ways of working maximise on impact, resource and scalability.

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 In2research programme, in line with our programmes strategy. Working closely with the Head of Programmes, you will consider the implications of what evaluation data is suggesting to 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 In2research programme in line with goals and objectives.
- Developing and maintaining excellent working relationships with partners at both a strategic and operational level to further the delivery of our work. This will include for example, working and communicating with academic and professional services staff at universities, with consultants, trainers, and with funders.
- 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.
- Maintaining a comprehensive overview of programme activities, among both staff and partners, 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, ensuring a communication management approach is in place to control flow of information.
- Ensuring clear, consistent messaging and communication around In2research internally and externally, e.g. working with relevant colleagues on marketing and communications, including event publicity, newsletters, 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 systemic, social and economic barriers that prevent some young people from progressing to postgraduate research.
- Excellent analytical and problem-solving skills, able to process complex information, whilst not losing sight of the bigger picture.
- Exceptional organisational skills, able to multitask and manage a varied workload while paying attention to the tiny details.
- Excellent IT skills to enable the production of appealing and professional documents and engagement with Google Workspace and Monday.com
- Experience of managing a budget for a programme

#### Desirable:

- Experience of writing funding proposals
- 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](#).

**Applications close on 15th August at 11:30pm. Interviews will be held online on 23rd and 24th August 2022.**