

JOB DESCRIPTION – JOBS PLUS PROGRAMME MANAGER

Location:	Leicester / London / Flexible
Team:	Research and Development
Line Manager:	Deputy Director
Salary:	£44,625 - £57,750 per annum
Contract:	Fixed term or secondment for 12 months (with a possible 12-month extension); Full-time role / Flexible working and part-time considered

MAIN PURPOSE

This is a key role as part of a consortium model to test the Jobs Plus model in the UK, which involves:

- 10 pilots (across England) to test the Jobs Plus model in the UK context
- Understanding what works through evaluation of the pilots
- Sharing what we learn to help shape policy and practice.

The programme manager role involves day-to-day management and coordination of the programme, including management of partners delivering the pilots to ensure activities are implemented as planned; supporting delivery partners to embed evaluation activities; coordinating policy and communications activities; and servicing internal and external steering groups.

The ideal candidate will bring strong project management skills and a track record of delivering development or pilot projects, and an interest in the policy and/or delivery context for learning, skills and employment.

DUTIES AND RESPONSIBILITIES

- Day-to-day management and coordination of the programme, including the pilots, policy and communications activities, and steering boards.
- Manage partner organisations delivering the Jobs Plus pilots. This includes working closely with the L&W project team and ensuring that pilot activities are implemented as intended – including to time and quality expectations, and within budget.
- Support pilot delivery partners to effectively implement evaluation and monitoring processes, following guidance from the Jobs Plus evaluation team, ensuring learning and the impact of the pilots are captured.
- Contribute to the production of project and evaluation reports.
- Represent L&W with external stakeholders – including national and local government, training and employment support providers, and voluntary and community sector organisations.
- Contribute to a positive, open and collaborative approach, operating in line with Learning and Work Institute's core values and Staff Charter.
- Demonstrate a commitment to equality of opportunity.
- UK travel and overnight stays will be required as appropriate.

PERSON SPECIFICATION

Skills	
Well-developed skills in managing and delivering a range of development or delivery projects.	E
Strong organisational and planning skills, that ensure work is effectively prioritised to meet deadlines.	E
Ability to work under own initiative with a proactive approach to problem solving.	E
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, and partners.	E
Knowledge	
Understanding of evaluation and monitoring approaches.	D
Understanding of learning, skills and/or employment policy and practice in the UK.	D
Experience	
Proven track record in delivering projects to meet time and quality expectations, within budget.	E
Proven track record in the delivery of skills, careers and/or employment support at a local level.	D

The successful candidate may be required to undergo a standard DBS check.

Learning and Work Institute works across the UK. All staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.



Reviewed: April 2024