



Programme Manager

Working Hybrid

Home / Office

Flexible Hours

We are The Intrapreneurs Club, our mission is to accelerate the diversity of tech teams in the UK. We enable diverse tech talent in the UK to excel in their careers through programmes that build professional confidence, develop tech skills, and create a long-term community of career support.

We are seeking a confident Programme Manager who is experienced in designing and delivering programmes to support the professional development of young people from under represented communities. You will need to be confident, adaptable, resourceful, impeccably well organised and a great person to be around.

Joining us as the Programme Manager you'll be taking responsibility for creating and implementing programmes for our funders and clients. Working closely with service delivery colleagues and the leadership team, you will be responsible for the overall integrity and coherence of the programmes in design.

This is an important role and presents a significant opportunity for a mission led and ambitious candidate.

To be successful in this role, candidates will have previous experience of facilitating and designing education programmes. You will have excellent communication skills, both verbal and written, along with sound numerical and analytical skills. Have acquired the skills and the ability to confidently present your ideas and build rapport with everyone in our community of Programme Participants, Funders, Colleagues and Clients.

Key responsibilities

1. Planning and designing programmes aligned to funders and clients requirements.
2. Briefing programme volunteers so that they are ready and prepared to inspire the next generation of tech talent and leaders of tomorrow.
3. Engagement and Recruitment of programme participants aligned to the programme outcomes and impact.
4. Managing communication to all stakeholders, programme participants, and session volunteers.
5. To implement a range of procedures to ensure the smooth running of each programme, which may include sessions invites, registration and room preparations both offline and online .
6. Be confident to lead and facilitate sessions throughout the programme.
7. Evaluating and reporting the progress of the programme at agreed intervals
8. Programme budget control, ensure that all programmes are operating within its funding levels at all times.
9. Contribute ideas to support the transformation of The Intrapreneurs Clubs goals and ambitions.
10. Ensure your work aligns with The Intrapreneurs Clubs strategic goals , working collaboratively with the senior managers for all operational reporting and outcomes.
11. Ensure the views of underrepresented people guide your work and actively seek opportunities to involve our community in the work you deliver.
12. Provide flexibility and undertake other duties that may from time to time be necessary, and that are compatible with the nature and grade of this post

Expectations

All members are expected to embody our mission, values and competencies. This includes an expectation that they will:

Show passion for what The Intrapreneurs Club does and the career changing opportunities that we provide for those from underrepresented backgrounds.

Work collaboratively across our community, communicating effectively, ensuring their messages are understood and that they reach the appropriate colleague in the organisation in a timely way.

Open to others and ourselves and show a commitment to learning.

Demonstrate organisational awareness and see the bigger picture while working towards objectives.

Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.

Person Specification

Essential criteria

1. Experience implementing and or creating educational programmes in a young and growing organisation.
2. Ability to work proactively using own initiative, prioritise work and meet deadlines, with well- developed time management skills.
3. Excellent written and verbal communications skills, with the proven ability to write and produce communications for a range of different audiences in our community.
4. Analytical skills and the ability to present information and or data in a way that is easily understood.
5. Excellent interpersonal skills with the confident ability to communicate, inspire and empower a wide range of people at all levels internally and externally.
6. Excellent aptitude and skills using Google Suite, Microsoft Office, shared online drives, CRM databases, evaluation tools. .

Desirable Criteria

1. Lived experience as a young person from an underprivileged or underrepresented background.

Contact

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