



# Participation People



Playful in practice,  
Serious about solutions

## Job Description and Person Specification

# **FTC (Maternity Cover) Programme Manager (Targeted and Specialist Programmes)**

*Helping us make services better with young people*

## Thank you for your interest in working for Participation People!

Participation People (PP) is a team of people who:

- ***#loveyoungpeople***
- ***#loveourpartners***
- ***#loveourteam***
- ***#lovetheirjob***

We come to work inspired to make a meaningful change to young people's lives, every day.

Young people's voices are the most powerful tool when making a positive difference in our communities.

Helping young people form and express themselves; learning who they are; empowering them to stand up for their rights; and working as a team is what gets us all out of bed in the morning!

On top of all of that, our work is designed to help everyone remember the fun and joy of play.

We have found that play is our key ingredient to finding solutions together. No problem is too big. No challenge too difficult. When you add play, you remember who you really work for...

- Children and young people; by working with them directly.
- Their parents and carers; when their children come home inspired and excited with all the tangible changes they have made.
- Professionals too, who might have forgotten what it is like to be playful and love what they do!
- Our team; where working for Participation People is more than a job, it's a passion to make a difference, every day, all day.

Working with us, you will have fun! You will learn! You will be challenged! And you will help make things better, with young people.

I look forward to reading your application and you joining our family.

**Antonia Dixey**  
**Founder and Chief Executive**

## About our Targeted and Specialist Programmes

All our programmes are about providing spaces for young people to have a voice in decisions that affect their lives, to influence positive change in services they use.

Our Targeted and Specialist Programmes are those which are open to any and all young people across the respective areas those programmes are based in.

As of December 2020, our portfolio of targeted and specialist includes:

1. Greenwich Children in Care Council
2. Greenwich Care Leaver's Forum
3. Hounslow CAMHS Youth Voice Project
4. Hounslow SEND Youth Voice Project
5. Safer London Young Champions Project
6. North Central London NHS CCG Young Champions
7. Prince's Trust Youth Committee and Champions
8. North West London NHS CCG Autism Spectrum Keyworker Project

## Job Details

|                    |   |
|--------------------|---|
| <b>Title:</b>      | <b>FTC (Maternity Cover) Programme Manager – Targeted and Specialist Programmes</b> |
| <b>Salary:</b>     | £32,500 - £38,500   |
| <b>Hours:</b>      | FTC Maternity Cover, 37.5 hours per week  |
| <b>Location:</b>   | Home-based, with regular travel to London and across the UK.                        |
| <b>Term:</b>       | This post is a maternity cover and a fixed term contract to October 2023.           |
| <b>Reports to:</b> | Chief Executive   |

## Why you'll be doing it

Working with the Chief Executive and the staff team to deliver our mission of ***making services better with young people***, by leading and managing programmes and projects which:

- **Inspire change** in organisations to transform their culture and approach to working with young people and service-users;
- **Gather data and insight** from young people to help organisations understand the lived experiences of young people; and,
- **Help organisations take action** with young people to deliver better services and find solutions that work for everyone, influencing service and organisational improvements.

## What you'll be doing

### 1. Managing our youth voice programmes

- Effectively lead and manage our **targeted and specialist** youth voice programmes, undertaking specific duties and activities as required by our commissioners, to ensure our programmes are consistently of an exceptional standard.
- Effectively plan and monitor **expenditure** associated with programme delivery, demonstrating rigorous financial control and accurate reporting.
- Shape, influence and oversee the **monitoring, evaluation and reporting** of service outcomes and impact, in line with the requirements of our commissioners.

### 2. Managing your team and our stakeholders

- Recruit, train, support, coach and **lead a team** of frontline youth voice practitioners who consistently deliver exceptional youth voice programmes, events, activities and training.
- Work collaboratively with **commissioners, partners and other stakeholders**, to ensure that services are delivered successfully to an exceptional standard, to demonstrate and enhance PP's expertise and reputation.

### 3. Reporting your **impact** effectively

- Establish and maintain **rigorous evaluation systems** to monitor, record and evidence programme performance and the impact of young people on making services better.
- Gather, analyse and report on **performance data**, appropriately assessing and mitigating risks, and solving problems and challenges.
- Produce engaging and **impact-focussed reports** to demonstrate the successes of your team and the organisation in making services better with young people.

### 4. Helping us **grow and develop** the organisation

*As a **leader** in the organisation, working with the CEO to:*

- Develop and shape our **vision, mission and business plan**, and monitor our performance against them.
- Develop, review and lead on **organisational policies** and procedures.
- Provide **input and expertise** to our existing and prospective contracts.
- Proactively **seek out additional income** opportunities, contributing to applications, proposals and tender submissions for new business.
- Develop, promote and communicate the **organisation's excellent reputation** widely.

### 5. Additional duties

- Undertake **additional general duties** from time to time, as required by the Chief Executive, that are in line with the nature and grade of this post.

## How you'll be doing it

By being **kind**

- Ensure that the **protection, safety and welfare** of children, young people and their families are the priority in everything you do, in line with our Safeguarding Policy.
- Act as one of the organisation's **Designated Safeguarding Officers**, including acting as 'In Case of Emergency' (ICE) out-of-hours safeguarding contact on a rotational basis.
- Promote **equal opportunities** in all that you do, working to challenge and overcome inequality and social exclusion.
- **Working flexibly** to accommodate to the needs of young people, their families and our commissioners, including regular travel to and across London and the South of England.

### By being **curious**

- Keep informed with relevant **policy and legislation**, and the implications these may have on the company and your role.
- Take responsibility and ownership for your **professional development** and training.
- Attend and contribute to the **supervision and continual performance review** process.
- Attend **external meetings, training and events**, as appropriate, to fulfil your role.

### By being **courageous**

- Comply with our **policies and procedures** at all times.
- Collect, process and store all **personal and sensitive data** securely, in line with our Data Protection Policy and relevant ICO guidance.
- Promote and ensure the implementation of our **Diversity and Inclusion Action Plan**.
- Ensure that our work reaches and engages a **wide range of young people** from different backgrounds, circumstances and experiences.
- Act as a positive and inspiring **ambassador for our brand**, work and reputation, building appropriate networks and identifying opportunities for the organisation.

## What we're looking for

### Values, knowledge and experience

#### Values

- Share Participation People's mission of *making services better with young people*.

- Share our philosophy of being *playful in practice, serious about solutions*.
- Share our working values of being *kind, curious* and *courageous*.
- Passion for and commitment to child, youth and community participation.
- Commitment to the principles of equality, diversity and inclusion.
- Demonstrate resilience, energy, creativity and a high degree of integrity.

### Sound **knowledge** and understanding of:

- Youth participation – including the principles, approaches and mechanisms for involving young people in service planning, delivery and evaluation.
- Approaches to community participation, social action and civic engagement.
- Safeguarding practice and procedures, and confidentiality.
- Challenges and issues affecting children, young people and families.
- Statutory children's services – specifically those which support children and young people in care, leaving care and with disabilities (including poor mental health).
- Policy, legislation and guidance relating to children and young people's right and participation, e.g., UNCRC, Children Act 1989, Care Matters 2004 etc.

### Demonstrable **experience** of successfully:

- Managing programmes and/or multiple projects, with and for young people.
- Managing budgets, suppliers and contractors/contracted services.
- Leading and managing a staff team, including facilitating individual staff development.
- Working extensively with young people from a wide range of backgrounds.
- Leading training and group work with young people and professionals.
- Managing relationships with commissioners, funders and stakeholders.
- Writing funding bids and applications to generate commercial opportunities.

## Ability and Skills

### Ability to:

- Prioritise and balance your workload effectively to manage competing demands.
- Demonstrate confidence and work well under pressure.
- Work independently, using your own initiative and asking for help when needed.
- Work collaboratively to ensure high productivity.
- Identify, encourage and support potential in the team; empowering them to take full ownership and autonomy over their work.



- Build trusting, positive relationships with young people and professionals.
- Focus on solutions, not the problem.
- Work flexibly and use creative approaches to your and your team's work.

### **Skills**

- Exceptional communication skills, in writing and verbally.
- Excellent interpersonal and relationship-building skills.
- Excellent planning and organisational skills.
- Excellent IT skills, including use of Apple Mac, Google Suite and Microsoft Office.
- Excellent social media skills.

### **Additional requirements**

- Working flexibly, including evenings and weekends, to meet the demands of this role and those we work with.
- Able to travel nationally, including staying overnight if and where required.

## The small print (T&Cs)

### 1. Hours and term

This post is a FTC contracted **37.5 hours per week** and is a maternity cover position, as specified in the job advert and contract of employment.

You will also be required to work additional hours at evenings and weekends, for which time off in lieu (TOIL) can be taken. Overtime is not paid.

### 2. Location

Home based, but with regular travel to London and across the UK.

### 3. Salary

The salary for this post is **£32,500 - £38,500**.

It is normal practice for us to appoint at the bottom of this pay scale. Only in exceptional circumstances will we reconsider this. Salary increments are subject to funding and excellent performance.

### 4. Annual Leave Allowance

This post carries a holiday entitlement of **30 days**, in addition to all [statutory holidays](#) in England. The Company also offers additional discretionary days every year. These are usually around the summer and Christmas periods.

### 5. Probationary Period and Performance Reviews

The appointment is subject to a probationary period of **3 Months**.

### 6. Contributory Pension Scheme

Participation People runs an auto-enrolment employer-contributory pension scheme with the People's Pension at a rate of 3%. You may choose to opt out of this arrangement if you so wish.

### F. Conditions of an offer

All posts offered by The Participation People are subject to:

- **A clear, enhanced Disclosure and Barring Service (DBS) check**

- **Satisfactory references** (from those named as referees in your application)
- **Evidence of relevant qualifications**
- **Evidence of entitlement to work in the UK**

**Please note:** The Participation People reserve the right to withdraw an offer of employment – verbal or written – if these conditions are not met. Only once these conditions have been met will a formal written contract of employment be offered.