

Programme Manager (Cultivating Excellence Programmes)

1 year FTC – extension subject to funding

Ark is an international charity, transforming lives through education. In the UK, we are a network of 38 schools, educating more than 26,000 pupils across Birmingham, Hastings, London and Portsmouth. These schools are all non-selective and in areas where they can make the biggest difference. We exist to give every young person a great education and real choices in life.

We know that access to the most competitive university, apprenticeship and career pathways remains a challenge for many students within our schools. Those who do not have access to networks, opportunities and specialist guidance at formative ages can find it difficult to navigate their way through to achieving excellence in their field. Similarly, those who do not cultivate underlying skills such as oracy and public speaking skills can struggle to thrive in competitive environments. It can also be time consuming and expensive for individual schools to source the right forms of support. As a network, we have the ability to solve this. By bringing students together and leveraging our network of external partners, we can build programmes and opportunities that support more of our students to excel.

We currently offer programmes for students submitting applications to Oxbridge, Healthcare pathways, US universities and top 100 apprenticeship providers and are supported by organisations as diverse as the NHS, Bloomberg, Capgemini, Imperial and Oxford University. We are looking for an experienced programme coordinator who is looking for a step up to lead and scale the overall design and delivery of Ark's Cultivating Excellence programmes. You are someone who enjoys building relationships with students and teachers and has the creativity, tenacity and project management skills to deliver a series of high quality programmes across a number of project areas.

Responsibilities

Oversee the development and delivery of Ark's central programmes that support young people to make successful applications to Oxbridge, Healthcare routes, top 100 apprenticeship providers and US universities

- Develop processes by which to engage and recruit students to programmes including designing marketing materials, delivering presentations and managing sign up processes
- Work closely with Ark's Partnership Engagement Manager and our network of university and corporate partners to design an annual calendar of activities including:
 - Programme launch events for students and parents
 - Day long or residential experiences to inform choice of pathway
 - Application mentoring sessions from specialist volunteers
 - Admissions test, assessment centre and interview skills workshops
- Manage sign up and communication with students about event logistics and arrange travel where required (eg. if students are travelling from Hastings or Birmingham schools to London events)
- Create risk assessments for events and share with schools and partners as required
- Communicate progress of students and escalate issues back to schools where required
- Develop and curate resources to help students, teachers and parents understand application and preparation processes
- Work with the team coordinator to process invoices and track expenditure
- Coach, mentor and guide individual young people on programmes to ensure they are accessing the right support for their individual circumstances
- Design and administer an evaluation process to understand the success of the programmes and iterate their design based on student, teacher and partner feedback

Oversee the development of Ark's approach to developing oracy and public speaking skills across primary and secondary schools

- Build a network of primary and secondary oracy leads to pilot and refine an Ark recommended approach to developing oracy and public speaking
- Collate and create best practice resources and recommendations that can be shared with the wider network
- Work with the oracy network and partners to design and deliver a pilot programme or event to celebrate the work of oracy and public speaking within the Ark network

Develop a proposal for a wider programme of Cultivating Excellence opportunities for Ark primary and secondary pupils from 2020 onwards

- Work closely with school colleagues to identify underlying issues preventing students from Ark schools progressing to most competitive fields
- Research existing approaches to supporting these groups to excel including meeting with potential partners
- Develop a proposal for expanding Ark's Cultivating Excellence opportunities from 2020 onwards including resource and funding required – engage internal and external stakeholders in proposal development as necessary

Person Specification and required experience

We are looking for candidates who possess the following skills, experience and personal characteristics:

- A passion for increasing social mobility amongst disadvantaged students
- Experience of working with 16-19 year olds to make competitive university and/or apprenticeship applications
- Experience of delivering and developing presentations, workshops and programmes
- Working with university and business volunteers to support the delivery of programmes
- Project and project management experience including:
 - Financial management
 - Developing and maintaining monitoring and evaluation processes
 - Managing risk assessment and safeguarding processes
- Creative problem solver and someone who shows tenacity to overcome challenges
- Strong attention to detail and focus on quality
- Analytical and data driven in decision making
- Knowledge of oracy and public speaking skills programmes (desirable but not essential)

Other requirements

- Must have right to work in the UK

Closing date: 5pm on Thursday 25 July (candidates who are interested in applying for this role are encouraged to reach out to Hannah McAuley, Head of Pathways and Enrichment on Hannah.mcauley@arkonline.org to discuss the role in more detail)

Interview dates: First round interviews on Tuesday 30 July

Start Date: As soon as available

Salary: £32-37k depending on experience

Location: Holborn, London. Ark's head office is currently based in Holborn, London, but we will be relocating to a new West London office (based in zone 2), by the end of 2019. The new location in Notting Dale, will be a short walk from Shepherd's Bush (Central Line and Overground) and Latimer Road and Wood Lane (Hammersmith and City and Circle Lines).

