



**North East
Learning Trust**

**Programme Manager
North East Learning Trust**
Applicant information pack

Programme Manager

Required as soon as possible

Starting salary depending on experience and qualifications
£30,451 – 34,728, full time equivalent
The Trust will consider Term Time only, Full Time or a blend of both

At the North East Learning Trust, our vision is simple and shared by all staff – that every child experiences excellence every day. This culture permeates everything we do and everyone's role. The purpose of the NELT Institute is to extend our vision for excellence beyond our schools' gates.

We are looking for a skilled and dedicated colleague to join our growing team. You will be responsible for overseeing our professional development offers for teachers.

We are at an exciting point in our development. Over recent years, the range and quality of support that we provide to other schools has grown and diversified. We have just been appointed a Teaching School Hub meaning that we will be responsible for critical aspects of teacher development across our region. We are now bringing together all of our external offers into The NELT Institute to optimise both our internal operations and how we meet local schools' needs.

The Programme Manager role is new and will play a central role in the next phase of our development. Specifically, you will ensure that we provide a consistently excellent user experience and that our internal operations are effective and efficient.

Our ideal candidate will be analytical, well-organised and committed to ensuring our work is of the highest standard. You will have led projects. You will know how to manage risk and budgets and be confident adapting to changing situations. You will be comfortable with autonomy and know when to bring in colleagues for support.

Deadline:

Monday 12th April at 12 pm. Shortlisting will take place Tuesday 13th April, with interviews taking place week commencing Monday 19th April.

How to apply:

Application packs can be downloaded from the website. The application form should be completed and returned to debra.livingston@nelt.co.uk or by post to Debra Livingston, The Academy at Shotton Hall, Passfield Way, Peterlee, SR8 1AU.

Job description

Post title:

Programme Manager

Responsible to:

NELT Institute Directors

Job purpose:

Ensure a consistently high standard of programme delivery and an excellent user experience.

Duties and responsibilities:

- Develop the Institute's culture of professional learning by ensuring the importance of excellent programme management is understood and implemented by all staff.
- Develop systems and processes to professionalise and systematise The Institute's work.
- Line manage and effectively deploy the NELT Institute Administration Team to make best use of their capacity and work closely with the NELT Finance Team.
- Proactively initiate new partnerships and further develop existing relationships by ensuring regular two-way communication and maintaining a reputation for high-quality delivery.
- Swiftly and professionally respond to the needs of different partners.
- Coordinate the engagement of all partners with the Institute, including our advisory groups.
- Develop and implement robust quality assurance evaluation processes to ensure a consistently high-quality experience user experience.
- Co-ordinate the design and delivery of our programmes, including the involvement of different teams, to ensure our plans are robust and our programme delivery is excellent.
- Monitor and analyse programme progress to ensure accurate, timely information is available to support decision-making across The NELT Institute.
- Use data effectively to maximise the user experience by identifying issues early, as well as patterns, and using this to refine our systems and procedures.
- Responsible for excellent liaison with our funders and other partners, including ensuring key documentation is submitted linked to payment milestones.
- Support effective internal communication between our different teams.
- Prepare meeting agendas, conduct research for meetings and take meeting minutes.
- Proactively manage and coordinate diaries for senior staff to maximise use of their time.
- And any other reasonable requests.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the NELT Institute Directors to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Track record of successful programme and project management 	<ul style="list-style-type: none"> Relevant level 3 or above qualifications
Experience	<ul style="list-style-type: none"> Experience of programme management, including managing risk, planning mitigations and resource allocation Experience planning or managing budgets Experience of designing systems and processes and their effective implementation Experience of managing multiple workstreams to a consistently high standard Successful involvement in performance processes and data analysis to impact on development and change 	<ul style="list-style-type: none"> Experience of the management of human and financial resources Experience managing change within an organisation Experience of successful negotiation
Aptitude and skills	<ul style="list-style-type: none"> Ability to work on own initiative, be creative, solve problems and be a decisive strategic thinker Effective personal organisation, including managing a complex workload and meeting deadlines Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust. Ability to motivate, develop, support and challenge colleagues Ability to evaluate and act on findings Confident use of Microsoft Office, especially Excel to conduct rigorous analysis 	<ul style="list-style-type: none"> Some knowledge or experience of Teaching schools and/or Teacher training, Research School and professional development within schools Knowledge of school systems Track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos Excellent networking skills and integrity to form partnerships with a range of stakeholders

Personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication • Confident adapting to changing circumstances and problem solving • Ability to approach all confidential matters with discretion, sensitivity and diplomacy • Excellent attention to detail 	<ul style="list-style-type: none"> • Comfortable engaging professionally with senior stakeholders • Comfortable with a high degree of autonomy
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References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.