

Mentor – Director of Programmes UK

Job Description

Job title:	Director of Programmes UK
Accountable to:	CEO
Location	London or Edinburgh with expectations to travel between
Hours:	both
Salary:	Full time £45-48K depending on experience

Are you passionate about improving the lives of young people? Do you have experience of designing, developing, delivering and evaluating programmes within a variety of settings? Are an inspiring leader, able to engage people inside and outside of your organisation in your work?

Yes? Then you might just be what we're looking for?

Purpose of Role

The role will support the delivery of Mentor's strategic aim to understand what works in alcohol and other drug prevention, to develop and evaluate a range of universal and targeted based programmes and to disseminate those findings.

The Director of Programmes will develop and lead innovative strategies across the organisation to oversee the efficient and effective delivery of services and implementation of new projects. They will have a lead role in identifying new opportunities, developing approaches and ensuring that we are continuously developing and improving our policy and practice.

KEY RESPONSIBILITIES:

Programme Design and Delivery

- With the CEO and Head of Community Programmes take forward the development of the strategic plan and ensure all strategic priorities are delivered and monitored through robust annual plans and targets which are cascaded throughout the organisation.



- Maintain an awareness of best practice in prevention, health and wellbeing and incorporate this appropriately into service and practice developments to ensure ongoing innovation in Mentor's service models and approaches
- To work with Head of Community Programmes to develop a strong project management portfolio which reflects the evidence base of prevention
- Ensure that evaluation is built into each project from the outset and to develop and implement monitoring and evaluation plans that draw on current research and best practice
- To monitor progress in achieving objectives, including performance against budgets
- To ensure that young people's voices, along with those who have a stake in their future, are heard and represented at every stage of our programme design, delivery and evaluation.

Finance, funding and governance

- To work with Finance to set realistic programme budgets and ensure strict budget management of our programme portfolio.
- Develop key strategic relationships with Charitable trusts and funders to initiate potential prospects to support Mentor's fundraising activities
- To prepare reports and presentations as and when required by the Trustees and other agencies, including funders

Leading a team

- To provide strong, inspiring and empowering leadership to our programmes team across the UK. Lead by example, adopting a style which inspires, empowers and develops staff to fulfil their potential and deliver high levels of performance
- Create a learning environment that encourages creativity and fosters innovation and maintain a climate where diversity is valued and championed

Growing our reach

- Cultivate key strategic relationships with government officials, ministers and parliamentarians
- To help develop Mentor profile by building and fostering strong and trusted relations with other agencies, including statutory, voluntary and private bodies with the aim of partnership and collaboration

- To work with Policy & Communications to produce relevant content for Mentor communications and websites, including press releases, videos, blogs, social media, etc.
- To help present activities and findings at local, national and international events and through publications on the web and in the media

General

- Willingness to travel across the UK, plus occasional European travel, to ensure the strong and consistent approaches to meet need
- To carry out any other appropriate duties as and when requested by the CEO

Person Specification

CANDIDATE SPECIFICATION

		ESSENTIAL (E) or DESIRABLE (D)
Qualifications	<ul style="list-style-type: none"> ▪ Degree or relevant professional qualification, or substantial work experience at a level demonstrating graduate ability 	E
Experience	<ul style="list-style-type: none"> ▪ Experience of designing, delivering and monitoring programmes ▪ Experience of using impact and learning to upscale programmes ▪ Experience of managing and delivering specific projects on time ▪ Experience of carrying out research, consulting with others and presenting data ▪ Experience of fundraising, and developing strong relationships with a variety of funders ▪ Experience of interacting and communicating effectively with diverse range of professionals ▪ Experience of managing staff and supporting their development ▪ Experience of connecting programme development and policy to influence change ▪ Knowledge and understanding of children’s rights and human rights approaches 	E E E E D E D E
Skills and abilities	<ul style="list-style-type: none"> ▪ Ability to quickly develop an understanding and emerging themes and to ensure these are taken into consideration in all project work ▪ Ability to meet tight deadlines 	E E E

	<ul style="list-style-type: none"> ▪ Good communicator with an ability to deal affectively with staff and partners ▪ Excellent understanding of IT packages and new media 	E
Personal qualities	<ul style="list-style-type: none"> ▪ Analytical thinker with an ability to develop proposals/ideas into useful projects ▪ Ability to manage own workload ▪ Articulate and confident networker ▪ Excellent writing and communication skills ▪ Ability to build effective relationships with young people, colleagues, external stakeholders and partners 	
Young person centred	<ul style="list-style-type: none"> ▪ Commitment to meaningful engagement with young people ▪ High level of awareness of issues that can affect young people's lives 	
Working practices	<ul style="list-style-type: none"> ▪ Ability to work flexible hours ▪ Commitment to individual rights, equality and anti-discrimatory practice ▪ Ability to use social media and IT packages to promote and present practice 	