

<i>Role:</i> Programme Manager	<i>Reports To:</i> General Manager	<i>Date:</i> 20-07-2021
Context and Purpose	Objectives	Role Requirements
<p>Altitude Foundation is a brand new, North East based charity with big ambitions. We aim to create a world where all young people with a passion for technology are enabled to smash social barriers to achieve a successful career.</p> <p>Working with young people across three age-targeted intervention programmes- 13 to 16, 16 to 18, and 18 to 21- and with a particular focus on STEM, Altitude Foundation provides access to the finances, social capital, opportunities and the supportive relationships needed to succeed in tertiary education and beyond. The charity is particularly focused on supporting young people who may experience socio-economic and cultural barriers to progressing to a career in the technology sector.</p> <p>The Foundation is looking for a dynamic, innovative and passionate Programme Manager to take the charity's intervention programmes to the next level as we emerge</p>	<ul style="list-style-type: none"> ● Deliver a coherent, coordinated and cohesive programme of targeted support comprising a range of face-to-face and online interventions for young people aged 13-21. ● Develop the programme into a scaleable, replicable offering, using innovation, refinement and redesign to adapt to the post-covid operating environment. ● Manage in-house resource, third party expertise and volunteer input to maximise the academic and social value created by Altitude's interventions. ● Lead work to embed effective evaluation and tracking elements into the intervention programme. ● With the General Manager, ensure the Foundation fulfills its statutory obligations and places young people's safeguarding and wellbeing at the heart of what it does. 	<p>Essential</p> <ul style="list-style-type: none"> ● Demonstrable experience of developing and delivering activities and events in collaboration with external partners and volunteers ● Experience of working with young people to achieve a defined social outcome ● Empathy with young people from disadvantaged backgrounds and understanding of the socio-economic barriers that they face ● Experience of safeguarding young people ● Excellent organisational skills and the ability to multi-task ● Excellent verbal and written communication skills, with the ability to credibly engage with a range of audiences ● Experience of developing materials and resources aimed at engaging and supporting young people ● The ability to work independently, on own initiative, and also as part of a

<p>from the pandemic and tackle post-covid educational disadvantage.</p> <p>Reporting to, and with the support of, the General Manager, and managing two Programme Officers, you will be responsible for leading the Foundation's delivery and developing the programme for the future. You will provide impactful interventions that maximise young people's potential for Digital and STEM careers. You will help to create a safe, secure environment where all participating young people are enabled to fulfill their potential.</p> <p>Outcomes</p> <ul style="list-style-type: none"> • Participants successfully complete the programmes they are engaged in, and either progress to another Altitude programme or onto other personally relevant pathways. • Participants are successful at achieving their ambitions within STEM fields, including progression to careers in the digital/technology sector as appropriate. • The Foundation realises its aim to be a leading social mobility charity within the North East region. 	<ul style="list-style-type: none"> • Assist with recruitment and selection processes, ensuring programme benefits are targeted at participants with the greatest potential to flourish and thrive on the programme. • Involve, support and train volunteers to maximise the impact of available expertise to enrich interventions, • Manage participant interactions through a range of online, social and printed media. • Design a programme that represents good Value for Money, appropriate to the age and stage of participants, and supports the prudent management of budgets. <p>Given the dynamic nature of the Charity as a brand new venture, the postholder will need to be flexible to respond to the needs of the organisation, commensurate with the level and responsibilities of the post.</p>	<p>team, to deliver on successful outcomes</p> <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with young people to achieve a defined social outcome • Highly developed digital skills • A passion for technology and a commitment to the North East region • Knowledge of the interventions and approaches needed to support young people with additional support needs <p>Personal Attributes</p> <ul style="list-style-type: none"> • <i>Passionate:</i> interested in and excited about education and its potential to affect social change • <i>Approachable and friendly:</i> Able and willing to maintain positive working relationships with volunteers, stakeholders and participants • <i>Organised:</i> Able to manage competing goals, set and stick to deadlines and milestones, and to keep track of a diverse range of role requirements • <i>Creative:</i> Comfortable developing new and innovative ways to engage with young people, enhance the work of the Foundation, and promote its work
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