

Position details: Senior Programme Manager, Youth and Schools

How to apply	Send your CV (max 2 sides A4) with a covering letter (max 1 side A4) saying what you would bring to the role to jobs@globalactionplan.org.uk Please also complete this diversity and inclusion form alongside your application: https://forms.office.com/r/L4q1VeEyZ6
Deadline:	8am on Monday 20th December 2021
Interviews:	Week commencing 4 th January
Start Date:	Please advise your earliest start date in cover letter.
Salary:	£35,000 - £48,000 pro rata - dependent on experience
Contract type:	Maternity cover (12 months). Secondments considered.
Annual holiday & benefits:	25 days and UK public holidays. 2 duvet days, 2 volunteering days
Hours:	Full time (35 hours/week). Would consider 4 days/week for the right candidate Core hours: Monday – Friday, 7 hours/day to include 10am - 4pm
Work location:	Flexible home/office working with the requirement to be able to attend meetings as needed at 201 Borough High Street, London SE1 1JA

About you

Are you dynamic, collaborative and committed to supporting young people lead the change they want to see in the world? Do you inspire change and lead excellent programmes and teams to achieve amazing results?

Would you like to be part of a high-performance team helping to lead the development and implementation of international youth empowerment and education programmes? If so, Global Action Plan is looking for a Senior Programme Manager to help us create a global movement of young changemakers.

About us

Global Action Plan is a dynamic charity that tackles the root causes of environmental breakdown and health inequalities, and creates movements that mobilise government, business, the media and the public to play their part in solving our climate crisis. We currently have two main movements:

- **Post Consumerism:** We expose the drivers of destructive behaviour - demonstrating that change is possible through smart challenges to apparently impenetrable systems such as our current

campaign to Stop Surveillance Advertising to Kids. We use radical new research and youth co-creation to develop campaigns and programmes with progressive businesses and funders to support young people to envision and lead action towards a brighter future.

- **Clean Air:** We highlight the social injustice and devastating effects of air pollution and provide practical routes for collective action for cleaner air. We are the people behind Clean Air Day (the UK's biggest air pollution campaign), the co-creators of the Clean Air Hospital Framework, the founders of the Businesses Clean Air Taskforce, and the producers of the Clean Air Schools Framework, Clean Air Public Insights Tracker and the Clean Air Hub.

Through our projects and collaborations, Global Action Plan enables people to see, believe and, crucially, act on the insight that what is good for us is good for the planet.

We are looking for an experienced and inspirational senior youth / education practitioner to lead the expansion of our international young changemaker programme.

This a unique opportunity to manage the delivery and rollout of Global Action Plan's international schools programme – the Dirt Is Good Schools Programme. We are looking for an experienced senior programme manager with a passion for designing and leading impactful youth/ education programmes, who will:

- Play a lead role in equipping millions of young people around the world with the values, skills, and confidence to take action on the things they care about.
- Work in partnership with our international team of delivery partners, key funders and the Global Action Plan research and impact, marcomms and web teams to ensure the programme continues to grow and drive real positive change around the world.
- Be responsible for the management and coordination of our international delivery partners ensuring that agreed milestones are achieved and that the programme is rolled out and delivered to excellent standards on time and on budget.
- Manage all budget, risks and reporting requirements for the global programme.

Is it you we're looking for?

The successful candidate will be a highly motivated individual who can lead on the following areas:

Programme management

- Manage the delivery of the Global Action Plan's flagship global education programme The Dirt Is Good Schools Programme, including coordination of multiple country delivery partners.
- Manage and lead regular international delivery partner meetings, annual events and reporting processes.
- Manage project budgets, risks and reporting to the funder and other key partners.
- Regular reporting to and weekly progress calls with the funder.

Content creation

- Oversight and coordination of all resources (educational material, web, film, event content and teachers training) to ensure teachers receive high quality engagement with the programme and that global master assets are translated and adapted for the local country contexts.

Stakeholder management

- Relationship holder for country-based funder teams, including gaining their buy in to the programme and ensuring smooth processes for communication, reporting and feedback.
- Manage the recruitment of new national delivery partners, from desk research, briefing calls, selection of partners to pitch, through to the training and onboarding in advance of the programme start.
- Leading training for key programme stakeholders including funder teams and new country delivery partners

Research

- Support the ongoing research for the Dirt Is Good Project, including school and youth liaison for focus groups, survey response, feedback, and coordination with country delivery partners.

Other responsibilities

- Leading contributor to the development and implementation of GAP's Education Strategy.
- Management of additional smaller schools and youth projects – budget, targets, timelines, and delivery as required.
- Management and coaching of members (including direct reports) of the youth and schools team.

Key skills and experience

You will be a highly motivated, driven and organised individual with a track record of inspiring young people to take action on environmental or social issues, and who has:

- **Excellent programme management skills with a clear outcome focus**, including financial planning, time management, risk management and an eye for detail.
- **Proven ability to manage schools programmes, and/or campaigns and achieve set ambitions, budgets and timelines.**
- **Strategic thinking skills**, including taking an analytical approach to challenges and opportunities, and finding innovative solutions to progress our cause.
- **Excellent collaborator with great relationship management and influencing skills**, with an ability to build, grow and maintain rapport with funders, partners and stakeholders.
- **Excellent written and oral communication skills**, in order to clearly communicate with a range of stakeholders through a range of medium (e.g., workshops, reports, websites).
- **Strong team management skills**, to be able to work with others, get the best out of your colleagues and develop the potential of those you manage.

In addition, the following experience and skills are applicable, although not all are essential for the role:

- **Values led** education experience.
- **Behaviour change** - knowledge and practical application of different theories and models of change.
- **Teaching** experience

Is GAP the right fit for you?

We are looking for someone who will enjoy the dynamic, fast paced and mission driven culture at GAP. We take great care to bring in people who reflect our values and who will thrive here.

Value	What this looks like	What we look for
We challenge the norm	Radical change is needed. We dare to think big and re-imagine how we live and work to bring about real shifts in behaviour and tackle systemic issues not symptoms.	People who walk the talk in their personal and work lives. Creativity and passion for tackling big hairy environmental and societal issues. Ability to think big.
We get stuff done	We work hard to have a real impact in everything we do. We aren't happy with talk, we want action, today.	Self-starters who are excited to propose their own direction and priorities - not just receive them.
We share openly	We are honest, straight talking and open. Whether data, ideas, projects or tools we seek to share and collaborate for bigger impact.	People who can see and share their weaknesses as well as their strengths. People who don't hide behind others or jargon. An openness to alternative ideas and points of view.
We look out for each other	We care about the planet and also the people who live on it. We have fun on our mission and make sure that no one gets left behind along the way.	Relationship builders with great networks they can draw on for support and ideas. People who really care about their co-workers and enjoy working and collaborating in teams.

GAP is a fantastic employer with beyond average annual leave, maternity/paternity entitlements, responsibility for change-making projects from day one, and the potential for progression within the organisation to take on additional opportunities to create impact.

If this all sounds exciting and sounds like you, we'd love to hear from you. We are looking for someone who will enjoy the fun and purpose of GAP.

The role will report to Luke Wynne, Head of Youth and Schools.

Background browsing:

- www.globalactionplan.org.uk
- www.globalactionplan.org.uk/united-in-compassion
- www.dirtisgoodproject.com